

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



[BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
May 18-22, 2015**

**MONDAY, MAY 18, 2015**

- |           |   |   |
|-----------|---|---|
| *8:30 am  | Community Options Program Planning Committee      | Board Rm B, Sophie Beaumont<br>111 N. Jefferson Street  |
| *10:00 am | Planning Commission – Transportation Subcommittee | GB Metro Transportation Center<br>901 University Avenue |
| *2:30 pm  | Solid Waste Board                                 | Port & Resource Recovery<br>2561 S. Broadway            |
| *3:00 pm  | Housing Authority                                 | Room 604, City Hall<br>100 N. Jefferson Street          |

**TUESDAY, MAY 19, 2015**

- |          |                                   |   |
|----------|-----------------------------------|---|
| *5:00 pm | Veterans Recognition Subcommittee | Room 201, Northern Building<br>305 E. Walnut Street |
|----------|-----------------------------------|---|

**WEDNESDAY, MAY 20, 2015**

- |           |  |  |
|-----------|--|--|
| *6:30 pm  | Executive Committee – Special Meeting              | Room 210, City Hall<br>100 N. Jefferson Street             |
| *6:30 pm  | Education & Recreation Committee – Special Meeting | Room 207, City Hall<br>100 N. Jefferson Street             |
| *7:00 p.m | Brown County Board of Supervisors                  | Legislative Room 203, City Hall<br>100 N. Jefferson Street |

**THURSDAY, MAY 21, 2015**

(No Meetings)

**FRIDAY, MAY 22, 2015**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

## COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE MEETING

Monday, May 18, 2015 – 8:30 a.m. - Sophie Beaumont Building - 111 North Jefferson Street,  
Green Bay, Wisconsin – Board Room B

1. Meeting called to order
2. Roll call
3. Modification/approval of agenda
- \* 4. Modification/approval of minutes of March 23, 2015
5. Updates
  - A. Family Care update
  - B. COP update
  - C. CIP update
6. Recommendations for changes in Committee role and structure after Family Care
7. **Closed session**--Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to—
- \* 8. CBRF variance requests (one requiring individual vote, two not requiring individual vote)
9. Any other business authorized by law

\* Indicates materials are included in packet mailing

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**TRANSPORTATION SUBCOMMITTEE**

**Monday, May 18, 2015**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL:**

***(Voting)***

Jeff Agee-Aguayo	_____	Ed Kazik	_____
Bill Balke (Vice-Chair)	_____	Patty Kiewiz	_____
Craig Berndt	_____	Tom Klimek	_____
Dan Drewery	_____	Doug Martin (Chair)	_____
Geoff Farr	_____	Tom Miller	_____
Mike Finn	_____	Rebecca Nyberg	_____
Paul Fontecchio	_____	Eric Rakers	_____
Steve Grenier	_____	Derek Weyer	_____

***(Non-voting)***

Dwight McComb (FHWA – Madison)	_____
Philip Gritzmacher (WisDOT – Madison)	_____
Chris Bertch (FTA Region 5)	_____

**ORDER OF BUSINESS:**

1. Approval of the March 30, 2015, Transportation Subcommittee meeting minutes.
2. Discussion regarding the Green Bay MPO's new Surface Transportation Program – Urban (STP-U) project prioritization process and application form.
3. Discussion regarding WisDOT's recent shift from monitoring the STP-U and other local programs to managing the local programs.
4. Recommendation to the BCPC Board of Directors regarding a mid-year update of the 2015-2019 Transportation Improvement Program (TIP).
5. Any other matters.
6. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -  
BROWN COUNTY SOLID WASTE BOARD**

**\* Monday, May 18<sup>th</sup> – 2:30 pm**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – April 20<sup>th</sup>, 2015 Meeting Minutes
5. Announcements/Communications
6. South Landfill and Resource Recovery Park Master Plan – *Request for Approval*
  - a. (Presentation will be given by Foth)
7. Pharmaceutical Collection Program Approval – *Request for Approval*
8. State Budget - *Update*
9. Fox River Fiber Notice of Claim - *Update*
10. Compactor and Building Expansion - *Update*
11. General Engineering RFP – *Update*
12. Director's Report
13. Such other Matters as Authorized by Law
14. Adjourn

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

Good morning,

On Monday May 18<sup>th</sup> there will be a quorum of PD&T members at the Solid Waste Board meeting. The meeting will be held at 2:30 p.m. on Monday.

If there are any questions please let me know.

Thank you,

Shelby Schraufnagel

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, May 18, 2015, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick–Chair, Ann Hartman–Vice-Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 20, 2015 meeting of the Brown County Housing Authority.

**ELECTION OF OFFICERS:**

**COMMUNICATIONS:**

2. Letters from HUD dated April 9 and April 30, 2015, regarding HCV Administrative Fee Study
3. Letter from Senator Tammy Baldwin regarding funding for housing programs

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)
  - G. VASH Reports (active VASH, new VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
5. Tax Refund Interception Program (TRIP) Report

**OLD BUSINESS:**

6. Discussion and possible action regarding Request for Proposals for the Administration of the Housing Choice Voucher Program.

Notice is hereby given that the governmental body may adjourn into a closed session during the meeting for discussion as to problems and concerns encountered when contracting for administration of the Housing Choice Voucher Program and related programs, and the negotiation and bargaining strategies to use when purchasing said services pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**NEW BUSINESS:**

7. Discussion and possible action regarding passbook savings rate to be used within HCV Program.
8. Approval to apply for FSS Coordinator Funding.
9. Review of investments and discussion and action to use a new bank product, Select Plus
10. Discussion and action regarding use of Administrative Reserves to allow for temporary overtime of ICS staff to increase utilization rate within the HCV Program to avoid HUD sanctions.

**INFORMATIONAL:**

11. Status of request from Gorman & Company's proposed development.

**BILLS:****FINANCIAL REPORT:****STAFF REPORT:**

12. Updates from Wisconsin Association of Housing Authority Conference
13. Date of next meeting: June 15, 2015

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

### VETERANS SUBCOMMITTEE

**Bernie Erickson, Chair**

**Ed Koslowski, Vice Chair**

Rosemary Desisles, Lynn Geiser,

Jim Haskins, John Maino, Delores Pierce,

Duane Pierce, Tracy Rosinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1685**

### VETERANS' RECOGNITION SUBCOMMITTEE

**TUESDAY, MAY 19, 2015**

**5:00 p.m.**

**Room 201, Northern Building**

**305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of April 21, 2015.
5. Budget Status Financial Report as of March 31, 2105.
6. Possible discussion/review regarding Veterans Appreciation Day at the Brown County Fair in preparation for 2015/draft agenda.
7. Discussion re: Covered stage.
8. Discussion re: Honoring female veterans at the Fair including carnations and review of certificate.
9. Discussion re: Veterans Day donation list.
10. Report from Committee Members Present (Erickson, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).
11. Report from CVSO Jerry Polus.
12. Comments from Carl Soderberg.
13. Such Other Matters as Authorized by Law.
14. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [bc\\_county\\_board@co.brown.wi.us](mailto:bc_county_board@co.brown.wi.us)

## **EXECUTIVE COMMITTEE**

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, Patrick Evans  
Bernie Erickson, Patrick Buckley, John Van Dyck

### **SPECIAL EXECUTIVE COMMITTEE**

**Wednesday, May 20, 2015**

**6:30 p.m.**

**Room 210, City Hall  
100 North Jefferson Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
  1. Resolution Authorizing the Issuance and Sale of \$[7,565,000] General Obligation Corporate Purpose Bonds, Series 2015A.
  2. Such other matters as authorized by law.

Thomas Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

## **EDUCATION & RECREATION COMMITTEE**

John Van Dyck, Chair  
Corrie Campbell, Vice Chair  
Tom Katers, Staush Gruszynski, Harold Kaye

### **Special EDUCATION & RECREATION COMMITTEE**

**Wednesday, May 20, 2015**

**6:30 p.m.**

**Room 207, City Hall  
100 N. Jefferson Street**

- I. Call to Order.
- II. Approve/Modify Agenda.

### **Library**

- 1. Approval of the Southwest Library Expansion Plan.

### **Other**

- 2. Such other matters as authorized by law.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us).

**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, May 20, 2015 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

### NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a) Must be limited to items not on the agenda.
  - b) State name and address for the record.
  - c) Comments will be limited to five minutes.
  - d) The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of April 15, 2015.**
4. **Announcements of Supervisors.**
5. **Communications**
  - a) Late Communications.
6. **Appointments:**

**County Executive:**

  - a) Reappointments of Ron Antonneau, Henry Wallace, and Mike Vizer to the Harbor Commission.
  - b) Reappointment of JoAnn Grashberger to the Human Services Board.
  - c) Reappointment of Thomas Diedrick to the Housing Authority.

- d) Appointment of William Seleen to the Solid Waste Management Board.
  - e) Appointment of Ryan Kuehn and Reappointments of Sandy Ryczkowski and Julia Wallace to the Nicolet Federated Library Board.
  - f) Appointment of Tom Perock to the Adjustment Board.
7. **Reports by:**
- a) County Executive.
  - b) Board Chair.
8. **Other Reports:** None.
9. **Standing Committee Reports:**
- a) **Report of Administration Committee of April 23, 2015:**
- 1. Review Minutes of: *None.*
  - 2. Communication from Supervisor Hoyer re: All new Supervisors automatically be assigned a county e-mail address to serve as a contact point for constituents as well as all contact from the County offices and business; *referred from March, 2015 County Board. Receive and place on file.*
  - 3. Communication from Supervisor Schadewald re: Request that the Administration Committee revisit Chairman Moynihan's proposal for computer equipment for Supervisors; *referred from March, 2015 County Board. To hold for one month.*
  - 4. Communication from Supervisor Zima re: The Administration Committee review Brown County's Flexible Benefit Program; *referred from March, 2015 County Board. Receive and place on file.*
  - 5. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the County employee turnover rate is by department and the corresponding reason for turnover; *referred from April, 2015 County Board. Receive and place on file.*
  - 6. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April, 2015 County Board.*
    - i. To hold until the end of the agenda.
    - ii. Receive and place on file – Carried 3 to 2.
    - iii. To reconsider and receive and place on file.
  - 7. Corporation Counsel - Monthly Report, February, 2015. Receive and place on file Items 7 & 8.
  - 8. Corporation Counsel - Monthly Report, March, 2015. *See action at Item 7 above.*
  - 9. County Clerk - Budget Status Financial Report, December, 2014 (unaudited). Receive and place on file Items 9 & 10.
  - 10. County Clerk - Budget Status Financial Report, January, February and March, 2015. *See action at Item 9 above.*
  - 11. Treasurer - Budget Status Financial Report, December, 2014 (Final). Receive and place on file.
  - 12. Treasurer - Treasurer's Report.
    - a) Status of Tax Collection partnership(s).
    - b) Update re: Sale of tax deeded lands by BC Code Chapter 3, Section 3.06 & Wis. Stat. 75.
    - c) Setting a date for presentation by winner of RFP Project #1873 – Financial Advisory Services. Receive and place on file Items 12 a, b & c.
    - d) Discussion and possible action re: Class 3 notices and Brown County Treasurer's Office Budget line items – 5310 & 5810. Receive and place on file.
  - 13. Child Support - Budget Status Financial Report, December, 2014 (unaudited). Receive and place on file Items 13, 14, 15, 16 & 17.

14. Child Support - Budget Status Financial Report, February, 2015. *See action at Item 13 above.*
15. Child Support - Departmental Openings Summary, March and April, 2015. *See action at Item 13 above.*
16. Child Support - Agency Director Summary, March, 2015. *See action at Item 13 above.*
17. Child Support - Agency Director Summary, April, 2015. *See action at Item 13 above.*
18. Technology Services - Budget Status Financial Report, February, 2015. Receive and place on file Items 18, 19 & 20.
19. Technology Services - Monthly Report, March, 2015. *See action at Item 18 above.*
20. Technology Services - Monthly Report, April, 2015. *See action at Item 18 above.*
21. Human Resources - Resolution re: Brown County Classification Salary Range; *referred from April, County Board.*
  - a) Receive and place on file. See Resolutions, Ordinances May County Board.
  - b) To take Item 6 at this time.
22. Human Resources - Resolution re: Change in Table of Organization for the Administration Department Senior Buyer. To approve. See Resolutions, Ordinances May County Board.
23. Human Resources - Budget Status Financial Report, December, 2014 (unaudited). Receive and place on file Items 23, 24, 25, 26, 27 & 28.
24. Human Resources - Budget Status Financial Report, February, 2015. *See action at Item 23 above.*
25. Human Resources - Activity Report for February and March, 2015. *See action at Item 23 above.*
26. Human Resources - Departmental Opening Summary, March and April, 2015. *See action at Item 23 above.*
27. Human Resources - Director's Report, March, 2015. *See action at Item 23 above.*
28. Human Resources - Director's Report, April, 2015. *See action at Item 23 above.*
29. Dept. of Admin - Resolution re: Requesting Approval for Brown County to Accept Donations Relating to the "Discover Brown County: Summer Passport 2015" Program. To approve. See Resolutions, Ordinances May County Board.
30. Dept. of Admin - Budget Status Financial Report, January and February, 2015. Receive and place on file Items 30, 31 & 32.
31. Dept. of Admin - 2015 Budget Adjustment Log. *See action at Item 30 above.*
32. Dept. of Admin - Departmental Opening Summary, March and April, 2015. *See action at Item 30 above.*
33. Dept. of Admin - Director's Report, March, 2015. Receive and place on file.
34. Dept. of Admin - Director's Report, April, 2015. Receive and place on file.
35. Audit of bills. To pay the bills.

**b) Report of Education & Recreation Committee of May 7, 2015:**

1. Review Minutes of:
  - a. Library Board (March 19, 2015).
  - b. Neville Public Museum Governing Board (April 13, 2015). Receive and place on file.
2. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented.
  - a. Resolution re: Brown County Classification Salary Range. Receive and place on file. See Resolutions, Ordinances May County Board.
3. Communication from Chair Moynihan and Supervisors Sieber, Evans, Buckley, Campbell & Fewell re: Purchase and installation of a replacement scoreboard and ancillary equipment located at the Resch Centre. To approve the request for \$1,000,000 to take from the County Capital Projects Fund. See Resolutions, Ordinances May County Board.

4. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee with statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover. Receive and place on file.
5. Museum - Budget Status Financial Report, March, 2015. Receive and place on file.
6. Museum - Discussion re: Museum Admission Fees. To defer Item #6 to budget.
7. Museum - Director's Report. Receive and place on file.
8. Golf Course - Budget Status Financial Report, March, 2015. Receive and place on file.
9. Golf Course - Open Positions Report for April, 2015. Receive and place on file.
10. Golf Course - Superintendent's Report. Receive and place on file.
11. Library - Budget Status Financial Report, March, 2015. Receive and place on file.
12. Library - Director's Report. Receive and place on file.
13. Parks Budget Status Financial Report, March, 2015. Receive and place on file.
14. Park Mgmt. Approval of the Memorandum of Understanding between the Parks and Friends of the Reforestation Camp Trails. To approve.
15. Park Mgmt. - Request of fee waiver from Red River Rumble baseball group for use of Bay Shore Park ball field. To approve.
16. Park Mgmt. Request of fee waiver from Green Bay Trout Unlimited for use of Reforestation Camp Pines Shelter. To approve.
17. Park Mgmt. Request of fee waiver from the Stump Farm 100 race organizer for use of Reforestation Camp bike trails. To approve.
18. Park Mgmt. Resolution re: To approve acquisition of property within the Village of Howard to provide trail connectivity. To approve. See Resolutions, Ordinances May County Board.
19. Parks Departmental Openings Summary, April, 2015. Receive and place on file.
20. Park Mgmt. Field Staff Reports/Attendance Reports. Receive and place on file.
21. Park Mgmt. Assistant Director's Report. Receive and place on file.
22. NEW Zoo - Budget Adjustment Request (15-35): Any increase in expenses with an offsetting increase in revenue. To approve.
23. NEW Zoo Departmental Openings Summary, April, 2015. Receive and place on file.
24. Zoo Director's Report. Receive and place on file.
25. Resch Centre/Arena/Shopko Hall - Complex Attendance for the Brown County Veterans Memorial Complex, April, 2015. Receive and place on file.
26. Audit of bills. To pay the bills.

**c) Report of Special Education and Recreation Committee of May 20, 2015.**

Library – Approval of the Southwest Library Expansion Plan. *Motion pending the Special Ed & Rec Meeting May 20, 2015.*

**d) Report of Executive Committee of May 11, 2015:**

1. Vacant Budgeted Positions - Administration – Finance Manager - Vacated – 4/9/15.
2. Vacant Budgeted Positions - Corporation Counsel – Administrative Secretary - Vacated – 4/8/15.
3. Vacant Budgeted Positions - Health – Public Health Nurse (x2) (.68 FTE and .32 FTE) - Vacated 5/29/15, 5/4/15.
4. Vacant Budgeted Positions - Human Services – Economic Support Specialist - Vacated – 5/11/15.
5. Vacant Budgeted Positions - Human Services (CTC) – Nurse Educator - Vacated 4/16/15.
6. Vacant Budgeted Positions - Human Services (CTC) – Switchboard Operator/Receptionist (.2 FTE) - Vacated – 4/14/15.

7. Vacant Budgeted Positions - Human Services – Welfare Fraud Investigator Aide - Vacated – 4/10/15.
8. Vacant Budgeted Positions - Public Works (Facility Management) – Facility Worker (.5 FTE) - Vacated 4/29/15.
9. Vacant Budgeted Positions - Public Works (Facility Management) – Housekeeper (x2) (1.0 FTE and .5 FTE) - Vacated 5/15/15 (both positions).
10. Vacant Budgeted Positions - Public Works (Highway) – Highway Crew - Vacated 1/28/15.
11. Vacant Budgeted Positions - Register of Deeds – Clerk/Typist II - Vacated – 5/8/15.
- 11a. Vacant Budgeted Positions - Community Treatment Center – Behavioral Health Supervisor – Vacated – 4/29/15.
  - i. To suspend the rules and take Items 1 – 11a together. Carried 6 to 1.
  - ii. To approve Items 1 – 11a. Carried 6 to 1.
12. Communication from Supervisor Sieber re: At least one in ten appointees to county committees should be from a minority community; *referred from April County Board. Receive and place on file.*
13. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April County Board. Receive and place on file.*
  - a. Resolution re: Brown County Classification Salary Range; *referred from April County Board. To approve.* See Resolutions, Ordinances May County Board.
14. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board. Receive and place on file.*
15. Review and Possible Action on Legal Bills to be paid. To pay.
16. Treasurer - Review and approval of high bids for tax deed properties.
  - i. To approve Parcel 5-893 and Parcel 8 – 227.
  - ii. To refer 6H-1168-4-4 to Corporation Counsel for their next meeting.
  - iii. To deny Parcel 2-437 and send to Corporation Counsel to obtain a report in 30 days.
  - iv. That all future no-minimum bid auctions be established at a starting bid of \$100.
17. County Executive Report. *No report; no action.*
18. Internal Auditor Report.
  - a. Board of Supervisors & Veterans' Recognition Subcommittee Budget Status Reports: March 2015. To approve.
  - b. Monthly Status Update: April 1 – April 30, 2015. Receive and place on file.
  - c. Update: Brown County Professional Services Standard Contract (Auditing Services) – One (1) Year Extension (Audit Year 2015). To approve.
  - d. Proposed 2015 Audit Plan Change – At the request of the Brown County Clerk of Courts, assist the department in the review of related revenue and expense accounts. To approve.
19. Human Resources Report. *No report; no action.*
20. Resolution re: Change in Table of Organization for the Administration Department Senior Buyer. To approve. See Resolutions, Ordinances May County Board.
21. Resolution re: Change in Table of Organization for U.W. Extension Workforce Development Agriculture Student Intern. To approve. See Resolutions, Ordinances May County Board.
22. Resolution re: Change in Table of Organization for U.W. Extension Community Garden Coordinator. To approve. See Resolutions, Ordinances May County Board.
23. Resolution re: Authority to Execute a 2015 Labor Agreement with the Brown County Human Services Professional Employees Association. To approve. See Resolutions, Ordinances May County Board.
24. Medical Examiner - Discussion and possible action with regard to HIPAA Privacy Rules as relates to Medical Examiner's Office; *referred from May Public Safety. Receive and place on file.*

25. Open Session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department. Receive and place on file.
26. Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session for discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department pursuant to Wis. Stat. §19.85(1)(f) which authorizes a closed session to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or data, or involved in such problems or investigations. To enter into closed session.
27. Reconvene in Open session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department.
  - i. To return to regular order of business.
  - ii. That the County Board at their May 20, 2015 board meeting convene in closed session as described in the notice of Item 26 of the Executive Committee agenda.

**e) Report of Special Executive Committee of May 20, 2015:**

1. Resolution Authorizing the Issuance and Sale of \$[7,565,000] General Obligation Corporate Purpose Bonds, Series 2015A. *Motion pending the Special Exec Committee Meeting May 20, 2015. See Resolutions, Ordinances April County Board.*

**f) Report of Human Services Committee of April 22, 2015:**

1. Review Minutes of:
  - a) Aging & Disability Resource Center Board Meeting (February 26, 2015).
  - b) Community Options Program Planning Committee (March 23, 2015).
  - c) Human Services Board (April 9, 2015).
  - d) Veterans Recognition Subcommittee (March 17, 2015).
    - i. To suspend the rules and take Items 1 a – d together.
    - ii. Receive and place on file Items 1 a – d.
2. Communication from Supervisor Robinson re: That the new County Human Services Director and the Human Services Department staff put together a report to be presented at the August Human Services Committee, with monthly updates to the Committee that examines: CTC/In –patient Mental Health & AODA County Services; community Mental Health and AODA County Services; Mental Health and AODA services offered by the community in general with which the County has a partnership. *Standing item. To put on next month's agenda.*
3. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April, 2015 County Board. See action at Item 5 below.*
4. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April, 2015 County Board. See action at Item 5 below.*
5. Resolution re: Brown County Classification Salary Range; referred from April, 2015 County Board. Receive and place on file Items 3, 4 & 5. See Resolutions, Ordinances May County Board.
6. Health Dept - Update re: Sanimax. Receive and place on file.
7. Human Services Dept - Resolution re: Helping families move from homelessness to self-sufficiency. *Standing Item until such time that there is action to be taken. No action taken.*
8. Human Services Dept - Budget Adjustment Request (15-20): Any increase in expenses with an offsetting increase in revenue. To approve.



9. Human Services Dept - Budget Adjustment Request (15-21): Any increase in expenses with an offsetting increase in revenue. To approve.
10. Human Services Dept - Executive Director's Report. Receive and place on file.
11. Human Services Dept - Summary of Services provided by the Brown County Community Treatment Center Outpatient Clinic. Receive and place on file.
12. Human Services Dept - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
13. Human Services Dept - Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
    - i. To take Items 13 a-d together.
    - ii. Receive and place on file Items 13 a-d.
14. Human Services Dept - Request for New Non-Continuous Vendor. To approve.
15. Human Services Dept - Request for New Vendor Contract. To approve.
16. Audit of bills. To pay the bills.

**g) Report of Planning, Development & Transportation Committee of April 27, 2015:**

1. Review minutes of: *None.*
2. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April County Board.* Receive and place on file.
- 2a. Resolution re: Brown County Classification Salary Range; *referred from April County Board.* To approve for the purpose of sending forward to the Executive Committee noting a possible change in the 6<sup>th</sup> "Whereas ... as an initial step to "pay" market rate", which may be "to determine" market rate. See Resolutions, Ordinances May County Board.
3. Communication from Supervisor Zima re: Request that Human Services Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board.* Receive and place on file.
4. UW – Extension - Budget Status Financial Report, February and March, 2015. Receive and place on file.
5. UW – Extension - Departmental Opening Summary. Receive and place on file.
6. UW Extension - Budget Adjustment Request (15-28): Any increase in expenses with an offsetting increase in revenue. To approve.
7. UW Extension - Budget Adjustment Request (15-29): Any increase in expenses with an offsetting increase in revenue. To approve.
8. UW – Extension - Resolution re: Change in Table of Organization for U.W. Extension Workforce Development Agriculture Student Intern. To approve. See Resolutions, Ordinances May County Board.
9. UW – Extension - Resolution re: Change in Table of Organization for U.W. Extension Community Garden Coordinator. To approve. See Resolutions, Ordinances May County Board.
10. UW – Extension - Director's Report. Receive and place on file.
11. Planning Commission - Budget Status Financial Report, January and February, 2015. Receive and place on file.
12. Planning Commission - Update re: Northeastern Wisconsin Region Community Development Block Grant (CDBG) – Housing Program. Receive and place on file.
13. Planning Commission - Update re: Development of the Brown County Farm property – *standing item.* Receive and place on file.
14. Property Listing - Budget Status Financial Report, January and February, 2015. Receive and place on file.

15. Zoning - Budget Status Financial Report, January and February, 2015. Receive and place on file.
16. Port & Resource Recovery - Port Budget Status Financial Report, March, 2015. Receive and place on file.
17. Port & Resource Recovery -- Resource Recovery Budget Status Financial Report, March, 2015. Receive and place on file.
18. Port & Resource Recovery - Director's Report. Receive and place on file.
19. Register of Deeds - Budget Status Financial Report, December, 2014 (unaudited), February and March, 2015. Receive and place on file.
20. Register of Deeds - Departmental Openings Summary. Receive and place on file.
21. Register of Deeds - Annual Report. Receive and place on file.
22. Airport - Budget Status Financial Report, March, 2015. Receive and place on file.
23. Airport - Departmental Openings Summary. Receive and place on file.
24. Airport - Director's Report. Receive and place on file.
25. Public Works - Summary of Operations. Receive and place on file.
26. Public Works - Director's Report. Receive and place on file.
27. Audit of bills. To audit the bills.

**h) Report of Land Conservation Subcommittee of April 27, 2015:**

1. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April County Board.* Receive and place on file.
- 1a. Resolution re: Brown County Classification Salary Range; *referred from April County Board.* To approve for the purpose of sending forward to the Executive Committee noting a possible change in the 6<sup>th</sup> "Whereas ... as an initial step to 'pay' market rate", which may be "to 'determine market rate'". See Resolutions, Ordinances May County Board.
2. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board.*
  - ii. That they receive from Department heads a status report on a monthly basis as to why people left and quarterly from staff for the overall county.
  - iii. To add "may require a closed session" to the motion.
3. Budget Status Financial Report, March, 2015. Receive and place on file.
4. Departmental Opening Summary, April, 2015. To approve.
5. Director's Report. Receive and place on file.

**i) Report of Public Safety Committee of May 6, 2015:**

1. Review minutes of:
  - a. Criminal Justice Coordinating Board (February 26, 2015). Receive and place on file.
  - b. Local Emergency Planning Committee – LEPC (March 10, 2015). Receive and place on file.
  - c. Public Safety Communications Advisory Board (July 23, 2014). Receive and place on file.
  - d. Traffic Safety Commission (January 15, 2015). Receive and place on file.
2. Communication from Supervisor Dantine re: Have the Department review the \$.75 tax by phone company that used to go to county and now goes to state. This was for 911, police and fire departments. *Held for one month.* Receive and place on file.
3. Communication from Supervisor Erickson re: Create a resolution to send to our state representatives and the governor stating that Brown County doesn't support the idea of legal marijuana for the state; *referred from April County Board.* For Brown County to create a resolution to send to State representatives and the rest of the Counties stating that Brown County does not support the idea of legal marijuana in the State. See Resolutions, Ordinances May County Board.

4. Communication from Supervisor Evans re: To have the Medical Examiner appear before the Public Safety or Executive Committee to explain why private HIPPA information is being leaked from his office to the previous Medical Examiner; *referred from April County Board. Refer to Executive Committee.*
5. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April County Board.*
  - a. Resolution re: Brown County Classification Salary Range; *referred from April County Board. Receive and place on file.*
6. Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board. To refer to staff to come forward with a plan as to how to make exit interviews an integral part of a person's employment with Brown County and advise the County Board.*
7. Public Safety Communications - Director's Report. Receive and place on file.
8. Medical Examiner - 2015 Medical Examiner Activity Spreadsheet. Receive and place on file.
9. Medical Examiner - Budget Status Financial Report, April, 2015. Receive and place on file.
10. Clerk of Courts - Budget Status Financial Report for March, 2015. Receive and place on file.
11. Clerk of Courts - Standing Item per motion at April meeting-- Request for representation from the Clerk of Courts and Courts to attend each meeting through the end of 2015 to provide monthly updates including various reports as requested by this Committee. To refer to the Clerk of Courts office to meet with Corporation Counsel and come back with a recommendation as to at what point GAL bills should be converted to a civil judgment.
12. Clerk of Courts - Clerk of Court's Report. Receive and place on file.
13. Circuit Courts, Commissioners, Probate - Budget Status Financial Reports for January, February and March, 2015. Receive and place on file.
14. District Attorney - Departmental Openings Summary for March, 2015. *Held until the May meeting.* Receive and place on file.
15. District Attorney - District Attorney's Report. Receive and place on file.
16. Sheriff - Budget Status Financial Report for March, 2015. Receive and place on file.
17. Sheriff - Key Factor Report thru March, 2015. Receive and place on file.
18. Sheriff - Jail Average Daily Population by Month and Type for the Calendar Year, 2015. Receive and place on file.
19. Sheriff - Update from Engineer Doug Marsh re: building construction to Sheriff's Department. Receive and place on file.
20. Sheriff - Update re: Jail Staff Protective Status. *Motion at April Meeting: To hold for one month and send this to the Director of Administration and Corporation Counsel to draft a resolution that will be handled at a special meeting the week of April 6, 2015.* Receive and place on file.
21. Sheriff - Sheriff's Report. Receive and place on file.
22. Open Session: Discussion and possible action regarding personnel issues which have arisen in the Sheriff's Department regarding a specific employee:
  - a. Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session on the above Item Number 12 pursuant to Wis. Stat. §19.85(1)(f) which authorizes a closed session to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or data, or involved in such problems or investigations.
    - i. To enter into closed session.
    - ii. To return to open session.
  - b. Reconvene in Open Session: Discussion and possible action regarding personnel issues which have arisen in the Human Services Department regarding a specific employee. *No action taken.*

23. Audit of bills. To audit the bills.

**j) Report of Special Public Safety Committee of May 6, 2015:**

- a. Open Session: Discussion, information gathering and possible action regarding the options available to Brown County for Medical Examiner Services.
- b. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion as to contract strategies for the negotiation and bargaining as it relates to Medical Examiner Services pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- c. Reconvene in Open Session: Discussion and possible action as to options available to Brown County for Medical Examiner Services, and possibly contract negotiations and bargaining determinations.

No closed session held; no action taken.

10. **Resolutions & Ordinances:**

**Budget Adjustments Requiring County Board Approval**

- a) Resolution Approving Budget Adjustments to Various Department Budgets.

**Brown County Board of Supervisors**

- b) Resolution re: Resolution Supporting the Protective Status of County Correction Officers for WRS Purposes.

**Administration Committee**

- c) Resolution re: Requesting Approval for Brown County to Accept Donations Relating to the "Discover Brown County: Summer Passport 2015" Program; Motion at Administration: To approve.

**Administration Committee and Executive Committee**

- d) Resolution re: Change in Table of Organization for the Administration Department Senior Buyer: Motion at Admin: To approve; Motion at Exec: To approve.

**Education and Recreation Committee**

- e) Resolution re: To Approve Acquisition of Property Within the Village of Howard to Provide Trail Connectivity; Motion at Ed & Rec: To approve.
- f) Resolution In Support of Funding for a Replacement Scoreboard at the Resch Center; Motion at Ed & Rec: To approve the request for \$1,000,000 to take from the County Capital Projects Fund.

**Executive Committee**

- g) Resolution re: Authority to Execute a 2015 Labor Agreement with the Brown County Human Services Professional Employee Association; Motion at Executive: To approve.

**Special Executive Committee**

- h) Resolution Authorizing the Issuance and Sale of \$[7,565,000] General Obligation Corporate Purpose Bonds, Series 2015A. *Motion pending the Special Exec Cmte meeting May 20, 2015 meeting.*

**Planning, Development & Transportation and Executive Committee**

- i) Resolution re: Change in Table of Organization for U.W. Extension Workforce Development Agriculture Student Intern; Motion at PD & T: To approve; Motion at Exec: To approve.
- j) Resolution re: Change in Table of Organization for U.W. Extension Community Garden Coordinator; Motion at PD&T: To approve; Motion at Exec: To approve.

**Administration Committee, Education & Recreation Committee, Human Services Committee, Planning, Development & Transportation Committee, Land Conservation Committee, Public Safety Committee and Executive Committee**

- k) Resolution re: Brown County Classification Salary Range: Motion at Admin: Receive and place on file; Motion at Ed & Rec: Receive and place on file; Motion at Human Services: Receive and place on file Items 3, 4 & 5; Motion at PD&T: To approve for the purpose of sending forward to the Executive Committee noting a possible change in the 6<sup>th</sup> "Whereas... as an initial step to 'pay' market rate", which may be "to 'determined' market rate"; Motion at Land Con: To approve for the purpose of sending forward to the Executive Committee noting a possible change in the 6<sup>th</sup> "Whereas... as an initial step to 'pay' market rate", which may be "to 'determined' market rate"; Motion at Public Safety: Receive and place on file; and Motion at Exec: To approve.

11. **Closed Sessions:**

**Public Safety Committee:**

- a) Open Session: Discussion and possible action regarding personnel issues which have arisen in the Sheriff's Department regarding a specific employee:
- b) Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session on the above Item Number 12 pursuant to Wis. Stat. §19.85(1)(f) which authorizes a closed session to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or data, or involved in such problems or investigations.
- c) Reconvene in Open Session: Discussion and possible action regarding personnel issues which have arisen in the Human Services Department regarding a specific employee.

**Special Public Safety Committee:**

- d) Discussion with possible action regarding Medical Examiner options for Brown County with possible closed session.
- e) Open Session: Discussion, information gathering and possible action regarding the options available to Brown County for Medical Examiner Services.
- f) Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion as to contract strategies for the negotiation and bargaining as it relates to Medical Examiner Services pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- g) Reconvene in Open Session: Discussion and possible action as to options available to Brown County for Medical Examiner Services, and possibly contract negotiations and bargaining determinations.

**Executive Committee:**

- h) Discussion and possible action with regard to HIPPA Privacy Rules as relates to Medical Examiner's Office; *referred from May Public Safety.*
- i) Open Session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department.
- j) Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session for discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department pursuant to Wis. Stat. §19.85(1)(f) which authorizes a closed session to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or data, or involved in such problems or investigations.

- k) Reconvene in Open session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department.
12. **Such other matter as authorized by law.**
13. **Bills over \$5,000 for period ending April 30, 2015.**
14. **Closing Roll Call.**
15. **Adjournment to Wednesday, June 17, 2015 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

## MAY 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 11:00 am Special Public Safety 5:30 pm	7 Ed and Rec 5:30 pm @ Resch Centre	8 CJCB 8:00 am	9
10  <i>Mothers Day</i>	11 Executive Cmte 5:30 p.m.	12	13	14	15	16
17	18	19 Veterans Recognition Subcmte 5:00 pm	20 Sp. Exec 6:30 pm Sp. Ed & Rec 6:30 pm <b>Board of Supervisors 7:00 pm</b>	21	22	23
24 31	25 Memorial Day <i>County Board Office</i> 	26	27 Human Services 5:30 pm	28 Admin Cmte 5:30 pm	29	30



## JUNE 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Land Con 6:00 pm PD&T 6:15 pm (Tentative)	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm @ NEW Zoo	5	6
7	8 Executive Cmte 5:30 p.m.	9	10	11	12	13
14	15	16 Veterans Recognition Subcmte 5:00 pm	17 <b>Board of Supervisors 7:00 pm</b>	18	19	20
21  <i>Fathers Day</i>	22 Land Con 6:00 pm PD&T 6:00 pm @ Airport	23	24 Human Services 5:30 pm	25 Admin Cmte 5:30 pm	26	27
28 	29	30				

## **BROWN COUNTY COMMITTEE MINUTES**

- Children With Disabilities Education Board (May 7, 2015)
- Housing Authority (April 20, 2015)
- Library Board (April 16, 2015)
- Local Emergency Planning Committee (March 10, 2015)
- Planning Commission Board of Directors (March 4, 2015)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**



PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on Thursday, May 7, 2015 .

Board Members Present: J Mitchell, B Osgood, S King

Board Members Excused: B Clancy

Others Attending: B. Natelle, A. Nizzia,

1. Call to order – 4:15 p.m. – S. King.
2. Action Item: Approval of Board Minutes February 24, 2015: J Mitchell moved to approve the minutes of the February 24, 2015 Board meeting. S. King seconded the motion. Motion carried.
3. Action Item: Approval of Agenda S. King moved to approve the agenda. J Mitchell seconded the motion. Motion carried.
4. Action Item: Donations: Tabled
5. Action Item: Financial Report: Tabled
6. Action Item: 2015-2016 Preliminary Budget/Expenditure/Set Levy: S. King moved to accept the expenditures for 2015-2016 and to set the levy as presented. J Mitchell seconded the motion.
7. Administrators Report: Tabled
8. Action Item: 2015-2016 School Calendar: J Mitchell moved the following Beginning date for students Sept 1, 2015 and ending date for students is June 2<sup>nd</sup>. S. King seconded the motion. Motion carried.
9. Action Item: Parent Organization: None
10. Action Item: Teacher Contracts: S. King moved to issue teacher contracts as presented. J Mitchell seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB, May 7 , 2015:

11. Action Item: Payment of Bills: Tabled
12. Action Item: Resignation: John Polkowski, Phi Ed Teacher has resigned his position effective the end of the 2014-2015 school year to assume a position with additional coaching duties. J Mitchell moved to accept the resignation of J Polkowski. S. King seconded the motion. Motion carried. The Board thanks John for his work and wishes him well in his new position.
13. Action Item: Replacement Staff: Alex Breitrick is 2015 graduate from UW Oshkosh and is being recommended to the 2015-2016 vacancy at Denmark Elementary school which is currently being filled by a substitute teacher. S. King moved to hire Alex Breitrick. J Mitchell seconded the motion Motion carried.
14. Action Item: Adjournment to Executive Session: The Board will move to Executive session as allowed by WI Stats 19.851)(f)(e) to discuss personnel and staff issues. J Mitchell moved to executive session as allowed by WI Stats 19.851(f)(i) to discuss personnel and staff requests at 4:45pm. S. King seconded the motion. Motion carried.
18. Action Item: Staff Requests: None
19. Action Item: Adjournment: J Mitchell moved to adjourn the meeting at 4:55 pm. S. King seconded the motion. Motion carried.

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 20, 2015, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick—Chair, Ann Hartman—Vice Chair, Corday Goddard, and Adam DeKeyser

**MEMBERS EXCUSED:** Sup. Andy Nicholson and Ann Hartman

**OTHERS PRESENT:** Robyn Hallet, Kim Flom, Stephanie Schmutzer, Patrick Leifker, Nicole Tiedt, Sadie DiNatale, Wendy Townsend, and Ted Matkom

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the March 16, 2015 meeting of the Brown County Housing Authority.

C. Corday made a motion to approve the minutes from the March 16, 2015, meeting of the Brown County Housing Authority. A. DeKeyser seconded. Motion carried.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applicants

- P. Leifker reported that ICS collected 129 preliminary applications for March of 2015.

- B. Unit Count

- P. Leifker stated that the unit count was 2,820 for March of 2015.

- C. Housing Assistance Payments Expenses

- P. Leifker indicated the HAP expenses were \$1,067,539 for March of 2015.

- B. Housing Quality Standard Inspection Compliance

- P. Leifker reported that 363 inspections were conducted in March; 178 units passed the first evaluation, 69 passed re-evaluation, 72 failed, and there were 44 no-shows.

- P. Leifker stated that in consideration of the financial reports, ICS is still working on preparing this data. ICS is still in the process of getting their temporary finance staff on board so updated numbers can be expected at the May meeting.

- C. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)

- N. Tiedt reported that there were 73 active participants for March of 2015. Regarding participation levels there were 42 participants in level one, 14 participants in level two, 12 participants in level three, and five participants in level four. There were two new contracts signed in March of 2015. There were two graduations in March of 2015. For

escrow accounts, there are 37 open accounts. There are 58 homeowners on the program.

D. VASH Reports (active VASH, new VASH)

N. Tiedt reported that there were a total of 27 active VASH voucher holders, which includes 8 Brown County VASH vouchers. There were three new VASH Voucher recipients.

C. Corday asked about the three new VASH Voucher recipients. N. Tiedt clarified that there have been three additional VASH recipients in each of the last three months (to include the 8 Brown County VASH and 19 Racine/Appleton port-in VASH). R. Hallet asked for clarification that of the 21 Tenant Based VASH, 8 are used thus far. P. Leifker confirmed this is correct but that there are people allocated to the remaining Vouchers it is just a matter of leasing them up – many are looking for units, waiting on inspection or paperwork, etc.

E. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker reported that in March of 2015, there were five new investigations assigned, six previous investigations closed, and four investigations remain active. There were 132 new applications sent over to Langan for background checks in which 130 were approved and two was denied.

The charts of fraud investigations by municipality and the initial applications by municipality were displayed. The quarterly denial report was also displayed by P. Leifker, portraying four denials by Langan (possession and battery) which ICS did not catch due to not having access to the websites in which their charges were reported.

A. DeKeyser inquired about ICS missing the four denials that Langan had made. P. Leifker explained that the investigative resources ICS can legally access are not all encompassing; it therefore must be expected that certain cases will go uncaught. For this reason, ICS utilizes Langan & Associates to mitigate this risk and to catch what they cannot access. P. Leifker went on to explain that Langan was originally hired for this specific purpose and to assess whether any approved cases that should have been denials were in or out of ICS's control. It has since been realized that there are not many cases being approved by ICS that should be denied. The cases that are being denied by Langan are out of ICS's control.

C. Goddard asked if the cost of contracting with Langan & Associates is worth the few catches that are made. P. Leifker stated that in his opinion using Langan & Associates is worthwhile. The BCHA and ICS are one of the few PHA's that do utilize a third party criminal investigation service provider and although HUD does not require this, they do recommend it. T. Diedrick additionally stated that in the long term using Langan & Associates is a great investment.

R. Hallet stated that if the BCHA ever gets to the point where certain financial cuts are needed, this may be an area to look at as third party investigative services are not required by HUD. This can be evaluated in the future if necessary.

P. Leifker then reported on the Active Case Breakdown and End of Participation Breakdown.

Lastly, N. Tiedt briefly discussed the summary of ICS's Customer Service Survey.

T. Diedrick asked about port outs as indicated on the End of Participation Breakdown and A. DeKeyser followed up this question by asking how the current port outs compare to last year's. P. Leifker stated that the port outs have decreased from last year. He stated the 376 indicated is the number of port outs billed during the first quarter, which is about 125 per month. This is down from approximately 150-170 last quarter. He stated it has continually decreased, most likely due to port outs being absorbed. He further clarified that the pattern observed is that there are more port outs when we are issuing new vouchers. R. Hallet explained that N. Tiedt would be reporting the customer service reports going forward due to some reassignment of responsibilities among ICS staff.

#### **OLD BUSINESS:**

3. Discussion and possible action regarding a request from Gorman & Company to use Project Based Vouchers at their proposed development.

R. Hallet introduced this agenda item stating that it was carried over from last month so that A. Nicholson may be included in the conversation. Unfortunately, A. Nicholson was unable to attend this month's meeting as well. R. Hallet introduced T. Matkom from Gorman & Company and W. Townsend from the Economic Development Department.

T. Matkom stated that Gorman & Company is currently pursuing a development opportunity in downtown Green Bay at 201 W. Walnut. Architecturally, the site is historically relevant. This is an important aspect of the project as WHEDA tax credits will be used to restore the site to its original merit. Considering these tax credits would be utilized, the project's subsidy is factored into the construction costs. This will allow management to charge reduced rents, below Green Bay's average fair market rent, once operational.

T. Matkom stated that after the WHEDA tax credits are factored in, the project still runs approximately \$300,000 short. Thus, Gorman & Company have decided to approach the BCHA to Project Base the units that would be at 30 percent Median Income. By receiving the Project Based Vouchers, Gorman & Company will be able to acquire more financing which reduces the financial gap. This also helps promote the BCHA's mission in providing low income housing in an increasingly sought out area to live.

T. Matkom stated that the announcement of the WHEDA tax credits would be made in a few days. Further, T. Matkom stated that a large component of this project is targeted toward Veterans. Thirty percent of units would be targeted toward this demographic to help reduce chronic homelessness for Veterans.

C. Goddard asked about the type of units that would be potentially subsidized through Project Based Vouchers. T. Matkom replied that the subsidized units would be a mix of one, two, and three-bedroom units—there has to be this variance in unit types to meet fair housing requirements.

T. Diedrick asked, in regards to the unit's design, if the building will be accessible. T. Matkom replied that there will be elevators that access all units. WHEDA additionally requires that all units need to be visitable and 20 percent of all units have to be fully accessible. Because of the open floor plan that the building currently exhibits, the units can be constructed in any which way without much difficulty. This allows Gorman & Company to make each unit accessible without running into any previously existing structures/walls that might inhibit accessibility.

C. Goddard asked what is needed from the Authority. R. Hallet stated that at this time agreement is needed to offer Gorman & Company the Project Based Vouchers. In addition, the

Authority should decide whether to request a formal, written proposal from Gorman & Company for the Project Based Vouchers.

T. Diedrick asked A. DeKeyser if his previous concerns from March's meeting were still relevant. A. DeKeyser stated that they were not after the additional data that R. Hallet supplied at the March meeting. R. Hallet reiterated the data shared in March stating that the census tract in which the project is proposed currently has 55 vouchers so increasing the number of units by 10 Project Based Vouchers would not drastically increase the total percentage of units for the area. In fact, this census tract 8 would still be under the average voucher concentration percentage for Green Bay. Some of the highest areas of concentration do not include downtown and thus this reputation can be considered somewhat of a misnomer. If the Authority wishes to work on deconcentration efforts, it would be wise to focus on the census tracts that statistically show the greatest concentration of vouchers.

R. Hallet went on to explain that if the Authority decides to approve these Project Based Vouchers, an AHAP agreement would have to be signed before construction on the project begins. Once the construction is finished and an occupancy permit has been issued, then the actual HAP contract would be signed.

R. Hallet then requested a review of the timeline stating that the first order of business would be Gorman & Company hearing back from WHEDA in a few days. T. Matkom then stated that from there, their company would proceed with ensuring that the historic designation comes through which is expected to be reached at the end of April. Then, beginning in May, the next step would be to precede to the design stages ensuring that the building's historic features are preserved and other design elements are approved. The entire project is expected to close at the end of the year.

R. Hallet asked if the historic designation approval piece of the process is essential to the project's success. T. Matkom confirmed that the designation is critical but would not end the project if it is initially denied as there is an appeals process that can be taken up.

R. Hallet asked a follow up question regarding whether the WHEDA tax credits would be on hold until historic designation could be guaranteed. T. Matkom stated that WHEDA provides a year's time for the awardees to figure everything out so there would be some time if an appeals process was needed.

W. Townsend additionally commented that the Economic Development Department would also work with Gorman & Company to set an additional timeline with deadlines. Thus, they would also be able to provide updates to the Authority along the way.

C. Goddard made a motion to commit to providing the project based vouchers contingent on Gorman & Company providing a formal proposal. A. DeKeyser seconded the motion. Motion carried.

#### **NEW BUSINESS:**

4. Discussion and approval to the revision of Chapter 16 (Program Administration) of the Administrative Plan.

P. Leifker began the discussion stating that he and R. Hallet had had some previous conversations regarding Utility Allowances, specifically as it relates to air conditioning. Regulations currently allow for air conditioning allowance at the PHA's discretion. The policy previously stated that the BCHA would provide an air conditioning allowance for central air or a

portable air conditioner in the unit. However in practice, this proved difficult to follow. The proposed revision would be to remove the portable air conditioner from the policy for the reason that it is very difficult to substantiate and verify the existence of a portable air conditioner. The portable air condition would have to be verified physically during an inspection; however annual inspections done in winter months would not be able to confirm a portable air conditioner. So, from a consistency standpoint, ICS is unable to catch all of the potential allowances.

C. Goddard asked for confirmation stating that this policy does not require a landlord to provide central air, rather it provides an allowance if they have central air. P. Leifker confirmed this and explained that if there is central air, the client's utility allowance is higher to account for the additional expense. P. Leifker stated that there are other allowances, such as 'other electric' which catches some of the incidentals which are not specifically listed in the utility allowance chart, so it's not as though it's a completely uncovered cost, it just will no longer be explicitly identified in the Administrative plan.

R. Hallet stated that because it is so difficult to verify, these allowances have not been applied consistently. P. Leifker added that this is one of the reasons this topic has been brought up—because practice and policy have not been lining up, which was identified in the OIG audit which is underway. From a consistency standpoint it was discussed that removing this language would be the best route to take to correct this discrepancy.

A. DeKeyser made a motion to approve the revision made to Chapter 16 of the Administrative Plan. C. Goddard seconded the motion. Motion carried.

5. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2015.

P. Leifker stated that the entire utility allowance schedule is updated annually and is due this July. P. Leifker briefly pointed out some notable information stating that the biggest change from 2014 to now is in terms of changes in the price of oil. As gas prices have plummeted the price per gallon has dropped significantly from last year. This has affected the utility allowances.

C. Goddard made a motion to approve the proposed Utility Allowances. A. DeKeyser seconded the motion. Motion carried.

6. Discussion and possible action regarding the Request for Proposals for Administration of the Housing Choice Voucher Program.

T. Diedrick commented that this next agenda item has the potential to go into closed session, if necessary.

R. Hallet began the discussion stating that staff has been setting up the structure for the 2015 HCV Request for Proposals. To display to the Authority, a timeline was put together as was the Notice of Intent to Release.

In regards to the timeline, R. Hallet stated that if the Notice of Intent to Release is approved today that notice would be published on May 1, 2015, to give potential contractors a heads up to get information together. The RFP draft is then expected to be brought to the May BCHA meeting for suggestions and possible revisions. Any suggestions made to the RFP at that time would be added into the RFP by staff. The RFP would then be brought back to the Authority at the June meeting for approval. If approved the RFP would be officially published on June 22, 2015, with a due date deadline of July 31, 2015. Questions would be due from potential

contractors on July 3, 2015, and an addendum to answer all questions would be issued a couple weeks after that (July 13, 2015). Between the August and September meeting an RFP committee would review and decide upon a recommendation for a contractor. Action to accept a new contractor or renew ICS's contract would be made at the September BCHA meeting. The new contract would begin on January 1, 2016.

R. Hallet moved on to discuss the next piece of information which was the Notice of Intent to Release. A description, some key dates, eligibility factors, and the selection process were conveyed in the notice. R. Hallet asked T. Diedrick if from his experience, the Notice appeared to be an appropriate length. T. Diedrick replied that it may be lengthier than others he has seen but the more information provided to contractors, the better.

A. DeKeyser stated that the only question he had was in the "overview" section of the notice. The notice stated that "the BCHA is considering options for the administration of the HCV Program and related programs including direct administration by the BCHA". The question is in regards to the end of the sentence: "including direct administration by the BCHA". R. Hallet stated that in 2012, the BCHA looked at taking the administration in house. This was information carried over from that time that could be removed if desired by the Authority.

C. Goddard asked if the BCHA was considering submitting a proposal for this RFP as well. R. Hallet said that this could potentially be considered a conflict of interest; however, in 2012, the County Board of Supervisors did recommend it as the avenue to be taken if the Authority would still want to consider administering the program in house.

T. Diedrick stated that at this time he did not believe that this was what the Authority was looking to do, however this may be an avenue to evaluate.

R. Hallet discussed and passed out some information that summarized the issues considered in 2012, as it related to taking the program in house. The reasons summarized included legal responsibility and accountability, fiscal viability, financial stability of ICS, and salary inequity among some other miscellaneous reasons (transparency, risk control, complaints, etc.).

Statements by R. Hallet, S. Schmutzer, and T. Diedrick explained that the issues in 2012, are no longer applicable. A. DeKeyser agreed.

R. Hallet additionally mentioned that the 2012, reasons to take the program in house/go out for RFP could easily precipitate if another contractor is chosen. These are all risks that have to be taken into consideration when going out for RFP.

T. Diedrick stated that an official RFP process was never completed in the past for these purposes. Thus, the BCHA has improved in such a way that the Authority now has a much clearer idea of what is wanted from an HCV Administrative contractor and how to manage an effective relationship with said contractor.

T. Diedrick additionally commented on the RFP/contract structure as it relates to when the Authority would need to go out for RFP for HCV Administration next. S. Schmutzer stated that she will be hearing back from HUD soon to find out how many years in between RFP's are required. S. Schmutzer stated that she would let the Authority know once she finds out. S. Schmutzer further explained that HUD does not want PHA's to continue to extend contracts; HUD prefers that we go out for RFP every so often.



R. Hallet asked for final thoughts on whether to entertain the idea of taking the program in house. If this is being considered, staff would have to begin preparation for a proposal to submit ourselves.

C. Goddard asked if it was in the realm of possibility to take the program in house. R. Hallet stated that yes it was in the realm of possibility but as the relationship with ICS is much improved from 2012, there is less motivation to go forward with this as it would be a significant change when the current structure has already proven successful.

The Authority came to an agreement to not consider taking the program in house as it would be a considerable amount of work when the structure already works well the way it is.

Moving on, R. Hallet asked if there were any current issues with ICS that should be addressed on the forefront of the new contract. No issues were addressed at the time.

R. Hallet then asked the commissioners a series of questions regarding the RFP. First, R. Hallet asked if the Authority would like language requiring the contractor to have a liaison person to work between the BCHA and the contractor. S. Schmutzer stated that currently, BCHA's relationship with the contractor is very close as it is. The Authority agreed that a liaison person was not necessary but they should continue to hold joint board meetings with the contractor.

R. Hallet then asked if the RFP should have language that states that the contractor is required to have a board of directors and if so, would the contractor have to be not-for-profit. A. DeKeyser stated that there would be some benefits to restricting eligibility to non-profits because they would already have an active board of directors. S. Schmutzer stated that in all her years of RFP's there has never been a restriction of business vs. non-profits. A. DeKeyser then stated that instead of having a requirement, perhaps a preference should be mentioned for the board and the contractor should have to identify whether they are for-profit or not-for-profit. The Authority agreed.

The next point brought up by R. Hallet was in regards to how much BCHA involvement and oversight would be needed. In the past when there was concern with contractor management a lot of involvement was called for but now, as these situations have been rectified, this may no longer be necessary. R. Hallet proposed to refine the language in the RFP to aim for an option with less BCHA involvement. The BCHA would then restrict itself to high level management involvement at the BCHA's discretion. The Authority agreed.

The next point R. Hallet introduced was whether the BCHA would like to dictate the software used by the contractor (currently ICS uses HAPPY). The original language suggests that the BCHA would own the software which the contractor would use. R. Hallet suggested this may become burdensome and instead the contractor should retain the software. T. Diedrick asked if we would still have direct access to the software in which R. Hallet replied that the Authority would. The Authority was in favor of the contractor owning the software.

As it relates to the software topic, R. Hallet asked if the Authority cared to dictate the type of software the contractor was expected to use, for instance, require the use of HAPPY. It was agreed that the Authority would indicate that there was a strong preference for the continued use of HAPPY, but the contractor would be able to use whatever type of software they would like as long as it meets program requirements.

The next point of discussion introduced by R. Hallet was whether the contractor or the BCHA should retain contracting services with Langan & Associates. The original RFP language states that the BCHA would contract with Langan directly. The proposed language would allow the

contractor to contract with Langan or with another private investigator, provided they have similar qualifications and connections to local policing authority. T. Diedrick asked if the BCHA would still subsidize the investigative service above a certain amount. R. Hallet reiterated that currently BCHA has an agreement with ICS that BCHA would pay for investigative costs that exceed the agreed upon threshold. Discussion took place regarding whether or not to include language regarding this in the contract, but it was agreed that contractors may not be competitive in this line item if they knew the BCHA would pay over a certain amount. It was agreed that the existing agreement with ICS regarding this would cease with a new contract and could be renegotiated with the awarded contractor. The Authority agreed with the proposed language that the contractor should contract with an investigator of similar qualities and standards as Langan but not necessarily Langan & Associates.

R. Hallet then introduced the next point of discussion which was regarding the contract period. Currently the contract period is for a total of six years and it is divided into three phases. The first phase is 3 years, the second phase is an optional two years extension, and the third phase is an optional one year extension. C. Goddard stated that at a previous meeting he thought it was stated that RFP's should go out every five years. A. DeKeyser stated that he remembered that conversation but wasn't sure if it was in regards to this specific type of RFP. S. Schmutzer stated that she has inquired with HUD and is waiting to hear back.

The final point as introduced by R. Hallet was in regards to language requesting the contractor to submit an Operational Plan within 60 days of the start of the new contract. R. Hallet asked if this seemed appropriate to the Authority. C. Goddard asked if it was generally understood what all needed to go into an Operational Plan. S. DiNatale read the current language in the RFP of what would be required in the requested Operational Plan. The Authority agreed upon the current language as is.

R. Hallet stated that those discussion points concludes what she needed to address and asked if there was anything else that should be discussed regarding the RFP. T. Diedrick stated that the contractor having a local office was important; the Authority had no other concerns at the time.

#### **INFORMATIONAL:**

##### **7. Status of Audit by Office of Inspector General**

R. Hallet discussed survey results of the OIG Audit. Two components did not pass the survey phase and it has been confirmed that they have proceeded to the audit phase. The two components were File Reviews and Administrative Expenses. The Auditor has to review a total of 90 files. The audit is expected to be completed at the end of September.

T. Diedrick asked if there was any formal records review process in place. P. Leifker stated that ICS has two staff members that perform record reviews on a monthly basis. On average, eight to ten files are reviewed a month. R. Hallet stated that HUD requires five percent of files to be reviewed a month. R. Hallet additionally stated that she reviews files once a month as well. (It was later found that the five percent is inaccurate; instead a program of BCHA's size needs to review a minimum of 38 files per year. On average, ICS reviews 60-80 per year, so the minimum is being met.)

#### **BILLS:**

S. Schmutzer reported the current and last month's check listings. S. Schmutzer stated that there was one overpayment as the BCHA intercepting some debt after the previous tenant had paid it back.

A motion was made to approve the bills of February and March, 2015, by A. DeKeyser which was seconded by C. Goddard. Motion carried.

**FINANCIAL REPORT:**

S. Schmutzer reported that since it's still early in the year, there isn't much to report. There will be a report next month regarding the tax interceptions.

**STAFF REPORT:**

8. Date of next meeting: May 18, 2015.

R. Hallet stated that the next BCHA meeting is May 18, 2015. C. Goddard stated that he will be unable to attend the May meeting.

R. Hallet stated she intended to provide an update regarding points learned at the WAHA conference, but for the sake of time, this can wait for next month.

Lastly, R. Hallet passed out City Hall parking pass renewal forms.

Meeting adjourned at 4:49 pm.

sd:rah

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 16, 2015 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, and JOHN VAN DYCK

**EXCUSED:** BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff). Brown County Supervisor Harold Kaye and Chad Weininger (BC Administration)

### CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:20 p.m.

### II. APPROVE CONSENT ITEMS

**A. Agenda** There were no changes to the agenda.

**B. Minutes** There were no changes to the minutes. Motion by J. Van Dyck, seconded by N. Jeske, to approve the March meeting minutes. Motion carried.

### III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

### IV. LIBRARY BUSINESS

**A. Information Services Report** The March Technology Project Report was presented and there were no questions. B. Simons spoke with Dave Kieper from UWGB (CIO) about conducting a technology audit at the library. A couple options exist ranging from a 30-60 minute overview at no cost to a full-fledged study at a cost of approximately \$110 per hour. B. Simons will check with BCTS to see what information can be shared with an outside party. B. Simons talked with August Neverman (BCTS) and discussed the BCTS budget to understand how chargebacks are figured (a formula using number of staff and computers), etc. The library is only charged for staff computers –but our percentage is high. Brian wondered if we have any credit issued because of what the library's IT librarian is able to do which alleviates the workload of BCTS staff. Ultimately, there is no incentive with the formula used to calculate chargebacks. J. Van Dyck recommended moving forward with the free portion of the audit. B. Simons noted that the 2017 BCTS budget will reevaluate the equation to better represent the use of the systems. K. Pletcher attended the county steering committee meeting and reported that the SharePoint software application was discussed. Implementation would be at an additional cost allocated to county departments. While BCTS' budget was going up about 9%, A. Neverman indicated it was unlikely that department budgets would be increased. It was surmised that while SharePoint makes sense for BCTS, it wasn't clear how the library would benefit. BCTS is planning a demonstration/presentation for staff to attend.

#### **B. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. L. Denault reported that the library has only received payment from three counties – two counties (Oconto and Outagamie) have not paid the bills that were due March 31. Motion by C. Buboltz, seconded by N. Jeske, to approve the March, 2015 financial statements and March, 2015 Gift, Grants and Donations as follows:

#### **Brown County Library Gifts, Grants & Donations Report March 2015**

##### **Gifts & Donations**

03/05/15	Central Donation Box (various donors)	26.20	Children's Garden
03/05/15	Dan & Eileen Rogers - In Memory of Frances Van Da Huvel	25.00	Genealogy/History Materials
03/05/15	Focus on Energy	225.24	Weyers-Hilliard Lighting
03/12/15	Friends of the Brown County Library	1,625.83	Class/Event Supplies
03/12/15	Local History & Genealogy Participants	404.00	Genealogy/History Materials
03/12/15	Linda Verboomen - In Memory of Craig Jones	25.00	Adult Fiction Materials
03/19/15	Branch Buddies of the Brown County Library	25.69	Southwest Classes/Events
03/25/15	Ashwaubenon Lioness Club	300.00	Ashwaubenon Classes/Events
03/25/15	Local History & Genealogy Participants	121.00	Genealogy/History Materials

03/01/15	Ashwaubenon	53.56	Donation Box
03/01/15	Bookmobile	5.00	Donation Box
03/01/15	East	82.28	Donation Box
03/01/15	Weyers/Hilliard	45.67	Donation Box
03/01/15	Central Circulation		Donation Box
03/01/15	Kress	15.28	Donation Box
03/01/15	Pulaski	7.00	Donation Box
03/01/15	Southwest	3.98	Donation Box
03/01/15	Wrightstown	17.88	Donation Box
<b>Total Donations</b>		<b>\$ 3,008.61</b>	

#### Federal & State Grants

3/31/2015	Nicolet Federated Library System	\$ 2,132.28	Collection Development
3/31/2015	Nicolet Federated Library System	255.00	Continuing Education
3/31/2015	Nicolet Federated Library System	\$ 6,250.00	Technology Grant
<b>Total Grants</b>		<b>\$ 8,637.28</b>	

**Motion carried.**

#### C. APPROVE AMENDED ANNUAL REPORT

The Annual Report was amended to include charges for Shawano County who checked out 25,095 items from Brown County Library. By charging them they can also charge us under new state law. Any charges would most likely net in the library's favor. **Motion** by J. Van Dyck, seconded by C. Bianchi, to approve the amended annual report. **Motion carried.**

#### D. APPROVE 2014 CARRYOVER FUNDS PLAN

There were no changes to the report that was presented in March. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the 2014 Carryover Funds Plan. **Motion carried.**

#### E. FACILITIES REPORT

**1. Southwest Branch Addition Update** C. Beyler reported that Administrative staff met with architect Ben Schenkelberg to review a paper draft of the plan. The Library requested and is expecting an electronic version of the plan to work with. Programming needs to be planned – specifying chairs, power, data, etc.

In an effort to expedite the bid process and to accommodate different committees and their schedules, J. Van Dyck suggested moving the Library Board meeting to May 14 and noted that a special meeting of Ed & Rec could be convened if necessary. H. Kaye indicated that the County Board is more concerned about the cost than the design. C. Buboltz noted that the board only has drawings – no specifications.

C. Beyler gave other facility updates. A new sound system for the Central Library's auditorium should arrive next week. There have been a couple showings of the Central Library's 3rd floor space that is available. One party looked at it for a second time along with a contractor. B. Simons noted that another party is working with the County Executive and the city's Economic Development Coordinator. He's not completely sure what they want to do but the potentiality for a business center is being explored. It was indicated that a business plan is under development. There has also been interest expressed by the Green Bay Area Public School System.

*Harold Kaye left the meeting at 5:55 pm.*

There has been much discussion related to the third floor and there are numerous options. A meeting of the Library Board's Facilities Committee will be set. It was agreed that visioning needs to take place to determine what image the library should have – a higher level concept. It was suggested that the Board consider a visioning retreat that includes professional architect services.

#### **V. BUDGET**

No report. J. Van Dyck suggested, as part of the budget planning process, that a list of services, programs, facilities, etc. that potentially would have to be cut to meet flat funding appropriated by the County Board be prepared.

#### **VI. OLD BUSINESS**

None.

## **VII. PERSONNEL COMMITTEE**

The Committee met last week. A revision was made to the structure of performance level increasing the categories from three to four. The Personnel Committee supported and approved the changes. Additionally, the 1% pay plan/pool was reserved to fund Innovation Grants applied for by staff. Results of the first grant cycle will be prepared and reported at the June Library Board meeting. B. Simons stated that he views the Innovation Grants as a component of Continuing Education, giving the staff an opportunity to grow. The library will benefit as well.

## **VIII. NICOLET FEDERATED LIBRARY SYSTEM**

K. Pletcher reported the NFLS initiated the strategic planning process and it is off to a good start. Bruce Smith from WiLS (WI Library Services) is facilitating the process. There are many challenges but a lot of information has been gathered from library directors in the system which will contribute to the construction of a better plan.

## **IX. PRESIDENT'S REPORT**

No report.

## **X. LIBRARY DIRECTOR'S REPORT**

A letter from the Department of Public Instruction was received thanking K. Young for her participation in the ILEAD Wisconsin program. She is participating in one of five groups across the state. Her group is focusing on developing resources for public and school libraries to better collaborate. B. Simons noted that the library is lucky to have K. Young involved in this project as it is a point of distinction for the library. She is presenting at the upcoming WAPL library conference on internal leadership with a member of the Library Leadership group, and as part of a collaborative group is presenting the most important reports for libraries. Two other staff members are also presenting at WAPL on Future Favorite Reads, an online readers' advisory tool they created.

B. Simons has submitted a proposal on leadership and crucial conversations (how to have hard conversations) for the fall WLA conference.

K. Young will attend the American Library Association conference in San Francisco to present to the IMLS Board regarding a national grant in collaboration with Community Connect about the 'power patron'. The Community Connect takes powerful data and packages it in a way that is easy to act on and identifies the ways patrons use the library and analyzes library service as a whole. This information will be a big help in moving the library forward.

Letters of support for Bookmobile Bob were also received from Morrison Zion School and patron.

B. Simons and K. Young met with the Demco Community Engagement team and discussed options for library service in areas identified with a high poverty rate and also pockets of children age 5 and under overlap.

The Personnel Committee had asked B. Simons to conduct a SWOT analysis (his impressions only) and the results were shared in a written report to the Board. B. Simons believes the Community Engagement and Community Connect data can validate his observations. He noted that the identified weakness each has opportunities in them – some are long-term and others are short-term.

Four opportunities that will be addressed and hopefully implemented by end of the year are:

1. Create a marketing/adult programming team
2. Convert staff offices into study/meeting rooms
3. B. Simons will lead Lean Six Sigma project to create a core collection group that D. Cropper, Collection development Manager will lead.
4. Develop staff skills and the library's culture with a 'One Team – One Library' mission. This included changing supervisory expectations.

Short-term goals include expanding or getting help for the Local History and Genealogy Department; completing the BookBike project; and re-evaluating the library's behavior policy.

## **XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

## **XV. MEETING SUMMARY/NEXT MEETING PLANNING**

Invite Ben Schenkelberg to the May 14 meeting.

**XVI. ADJOURNMENT**

**Motion** by C. Buboltz, seconded by J. Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:00 p.m.

**NEXT REGULAR MEETING**

**May 14, 2015**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY LOCAL EMERGENCY PLANNING  
COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tues March 10th, 2015 @13:30 pm, at De Pere City Hall.

---

PRESENT:, Leon Engler, Paul Gazdik, Dan Kane, Steve Johnson, Melissa Spielman, Tom Collins, Mark Thiry, David Litton, Jeremy Klingbeil, Mike Schoen, Emery Cooner

---

1. CALL MEETING TO ORDER:

The meeting was called to order by Tom Collins at 13:31.

2. APPROVAL OF AGENDA:

**A MOTION WAS MADE by Tom Collins TO APPROVE THE AGENDA, Leon Seconded Vote taken, MOTION CARRIED UNANIMOUSLY**

3. APPROVAL OF MINUTES:

**A MOTION WAS MADE by Tom Collins TO APPROVE THE MINUTES, Mark Seconded Vote taken. MOTION CARRIED UNANIMOUSLY.**

4. LEPC Round Table

- Nothing reported from Tom Collins.
- Nothing reported from Mike Schoen.
- Chief Litton reported concerns over losing the grant-funded reverse 911 system.
- Leon Engler reported the Salvation Army is reorganizing their Disaster Service area due to retirements of personnel. Updated information will be forwarded to EM.
- Commander Mark Thiry reported a tabletop meeting with the 432<sup>nd</sup> Civil Affairs Battalion. They talked about capabilities available for an ebola outbreak.
- Steve Johnson reported on his experience as a patient during the ebola exercise. He also reported on the CDC funding opportunities throughout the country for ebola preparedness.
- Nick from the Red Cross reported partnering with GBMFD with a smoke detector campaign. They are also following up with the local health departments in developing a family assistance center(s).
- Jeremy Klingbeil reported that they are working on a substation project on site.
- Nothing reported from Paul Gazdik
- Nothing reported from Emery Cooner.

5. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION COMMITTEE (PIE)

- PIE did not meet in the month of February because the Public Health Department was conducting a full-scale Ebola exercise with St. Vincent and Bellin Hospitals on the 10<sup>th</sup>.
- The Chair position remains open at this time. An email will be sent to all LEPC members with requests for nominations. All nominations should be forwarded to Paul.



B. EXECUTIVE COMMITTEE

- Request for members to review and update the current LEPC list. The updated list will be available on the LEPC website.

- Discussion regarding nominations for LEPC Emergency Coordinator, LEPC Information Coordinator, and LEPC Compliance Inspector as outlined in the Brown County Local Emergency Planning Committee Bylaws. The stated positions are by appointment.

- **A MOTION WAS MADE by Steve Johnson TO APPOINT THE BROWN COUNTY EMERGENCY MANAGEMENT DIRECTOR AS LEPC EMERGENCY COORDINATOR, Tom Seconded, Vote Taken, MOTION CARRIED UNANIMOUSLY**

- **A MOTION WAS MADE by Tom Collins TO APPOINT THE BROWN COUNTY EMERGENCY MANAGEMENT COORDINATOR AS LEPC INFORMATION COORDINATOR, Mike Seconded, Vote taken, MOTION CARRIED UNANIMOUSLY**

- **A MOTION WAS MADE by Chief David Litton TO APPOINT A WISCONSIN EMERGENCY MANAGEMENT REPRESENTATIVE AS LEPC COMPLIANCE INSPECTOR, Jeremy Seconded, Vote Taken, MOTION CARRIED UNANIMOUSLY.** The WEM representative is Cate Vogel who oversees WHOPRS program.

C. PLANNING COMMITTEE

- BCEM Intern, Dan Kane did PPT on the De Pere Foundry in De Pere. There was discussion regarding sheltering of the population during a chemical release and options for community education and/or alerting. Brown County Emergency Management currently uses the IPAWS (Integrated Public Alert & Warning System).

6. OLD BUSINESS/OTHER BUSINESS

A. ARES/RACES UPDATE

- No representatives were available

B. RECENT SPILLS

- Paul reported 3 recent spills in the County. WPS had an oil spill, B/P reported a diesel spill, and an organic digester had reported a waste water spill.

C. PUBLIC/PRIVATE PARTNERSHIP

- No representatives were available

D. EM REPORT

- The EOC was being used by the Regional Hazmat team for a three-day training session on Radiation detection.
- Paul reported the follow-up from the St. Mary's evacuation incident. 50 patients were evacuated and transported in under 3 hours.
- BCEM participated in a full scale exercise on Feb 10<sup>th</sup> with the Brown County Public Health Dept. Paul would like to thank Dan Kane and Steve Johnson for their participation as patients in the exercise. An After Action Report will be available.
- BCEM will be working with De Pere Fire and Police Departments to coordinate a MCI drill on April 30<sup>th</sup>. The response will be to an

active shooter incident at the St. Norbert College campus. The Brown County Dispatch Center and Regional Trauma Advisory Committee will also be involved with the exercise.

- There will be an Active Shooter Training, sponsored by the Wisconsin Department of Homeland Security on May 19<sup>th</sup> and 20<sup>th</sup>. The training will be for all interested public and private agencies and will be held at UWGB.

7. PUBLIC COMMENT

- None

8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

9. ADJOURN

**A MOTION WAS MADE BY TO ADJOURN AT 14:23 P.M. 2<sup>ND</sup> Vote taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Melissa Spielman  
EM Coordinator

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, March 4, 2015**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	X	Mark Handeland	X	Scott Puyleart	Exc
James Botz	X	Matthew Harris	X	Dan Robinson	Exc
Paul Brewer	X	Frederick Heitl	X	Terry Schaeuble	X
Brian Brock	X	Phil Hilgenberg	X	Debbie Schumacher	X
William Clancy	X	Kathleen Janssen	X	Ray Tauscher	X
Norbert Dantine, Jr.	X	Dotty Juengst	Exc	Mark Tumpach	Exc
Bernie Erickson	X	Patty Kiewiz	X	Jason Ward	X
Steve Gander	X	John Klasen	X	Dave Wiese	Exc
Adam Gauthier	X	Michael Malcheski	X	Reed Woodward	X
Steve Grenier	X	Ken Pabich	X		

**OTHERS PRESENT:** Chuck Lamine, Lisa Conard, Cole Runge and Peter Schleinz.

1. Introduction of Kathleen Janssen and Terry Schaeuble as new members to the Brown County Planning Commission Board of Directors.
2. Approval of the minutes of the January 7, 2015, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier and seconded by K. Pabich to approve the minutes of the January 7, 2015, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

3. **Public Hearing:** Major Amendment #2 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area.

L. Conard stated that staff held a 15-day public review and comment period.

L. Conard described the Amendment and stated that the Wisconsin Department of Transportation requested that the Brown County Planning Commission Board of Directors/Green Bay MPO amend the 2015-2019 TIP to incorporate the design and reconstruction of the CTH MM Bridge over Bower Creek in the Town of Ledgeview. The project design will occur in 2015 and reconstruction will occur in 2017. Due to a shift in federal funds, the county will now provide 100% of the funding for the design of the CTH EE Bridge in the Village of Hobart.

L. Conard opened the public hearing and asked three times if anyone wished to speak. Hearing no comment, L. Conard closed the public hearing.

4. Discussion and action on Major Amendment #2 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area.

B. Erickson stated that the CTH EE Bridge was already completed as the (old) bridge could not be used. It was an emergency so they flip-flopped the projects and the Brown County Board's Planning, Development, and Transportation Committee approved it.

L. Conard stated that WisDOT and Brown County Public Works pulled the federal design money from the CTH EE Bridge project. B. Erickson asked if this was only the design money. L. Conard stated that construction costs were estimated at \$233,000. B. Erickson asked if L. Conard spoke to Brown County Public Works. L. Conard stated the request came from WisDOT and was confirmed by Brown County Public Works.

A. Gauthier commented that there is one (bridge) on CTH MM that's being done in Bellevue.

L. Conard agreed and stated that Brown County Public Works, WisDOT, and the village are looking at reconstructing a bridge on CTH MM in Bellevue. (This should not be confused with the bridge on CTH MM in the Town of Ledgeview.) However, this bridge will not appear in the TIP at this time because it has not been approved for federal funding. The entities involved are working together to resolve a right-of-way issue.

L. Conard stated that the reason WisDOT is requesting the amendment at this time is because WisDOT staff would like to proceed with the design work (hire a consultant) in May of 2015. L. Conard stated that the construction won't occur until 2017.

F. Heitl asked why it is taking two years (from design to construction). L. Conard noted that it is WisDOT's typical schedule/process when using federal funds.

L. Conard stated that Major Amendment #2 was presented to the Transportation Subcommittee and they're recommending approval.

A motion was made by M. Malcheski and seconded by S. Grenier to approve Major Amendment #2 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried.

5. Presentation of 2010-2012 Green Bay Metropolitan Area Intersection Crash Study.

C. Runge stated that this is the fourth three-year crash study that staff has completed over the last 15 years. This period covered 2010 to 2012, and the previous study covered 2007 to 2009. The study compares the top 10 intersections identified in the 2007-2009 study and how they fared between 2010 and 2012, but the study's main focus is on the top 10 intersections in terms of crash rate throughout the metropolitan area between 2010 and 2012.

C. Runge presented the 10 intersections that had the highest crash rates between 2010 and 2012. These were:

- Grant Street – Mid Valley Drive (Lawrence)
- Claude Allouez Bridge – Broadway (De Pere)
- West Mason Street – Packerland Drive (Green Bay)
- Allouez Avenue – Libal Street (Allouez)
- Holmgren Way – Pilgrim Way (Ashwaubenon)
- Shawano Avenue – Taylor Street (Green Bay/Howard)
- STH 29 – Packerland Drive/Cardinal Lane (Howard)
- University Avenue – Elizabeth Street (Green Bay)
- Main Street – Verlin Road (Bellevue)
- University Avenue – Henry Street (Green Bay)

P. Blindauer commented that it seems like when exiting a roundabout people tend to start to accelerate, and cars would be accelerating right into the frontage roads at the West Mason Street – Packerland Drive intersection if a roundabout was built and the frontage roads remained in place. He recommends incorporating a roundabout in the whole area and not just in the center of the intersection.

Discussion occurred that when the frontage road turn restrictions were used it did create some inconvenience but still allowed access, and was very effective in helping to reduce the number of crashes there.

C. Runge agreed and stated that if we put a roundabout at this location we would not recommend keeping the frontage roads as they are today.

C. Runge stated that he had discussed placing a roundabout at this intersection with S. Grenier and others over the last few weeks. He stated that this is really an interesting situation because not only would this be a tremendously big project, it actually would be a team effort between the state, county, and City of Green Bay. One of the reasons for the three-year crash studies is to not just identify problems but also to suggest solutions and provide a means of getting grant funds to try to fix some of these problems. This intersection might be a good candidate for federal safety improvement funding.

R. Woodward stated that the roundabout by Fleet Farm is probably the best design he's seen. If you want to go south on Taylor you don't even go into the roundabout. It makes it very efficient and less challenging.

C. Runge stated that as of January 2015, Brown County had more than 60 roundabouts. Most of them are single lane roundabouts, and virtually all of these single lane roundabouts experience very few or no reportable crashes each year. The crashes that do occur are typically minor fender benders. They have proven to be very efficient and very safe.

B. Brock commented that he knows the Libal Street - Allouez Avenue roundabout very well because he often uses it twice a day. He's never really seen a lot of issues other than a high number of turning vehicles. He was surprised that this one showed up in the study as he thought this one was going well. He further commented that traffic counts here might explain the incidents due to the volume of traffic.

C. Runge stated that relatively high eastbound entry speeds appear to be one of the reasons this roundabout has an unusually high crash rate. He also stated that it will be interesting to compare this intersection to the roundabout built just up the street at the intersection of Libal and Hoffman because this roundabout was designed with greater horizontal deflection at the entry points.

B. Erickson commented that he has noticed that a lot of the roundabouts do not have signs that indicate the speed limit going into a roundabout is 15 mph. If we get those up or have oversized signs in some areas that may help.

C. Runge stated that this might help in some locations.

A. Gauthier asked if we knew the time of year or time of day that these crashes are occurring. C. Runge stated that we typically examine this and if something really sticks out we note it in the crash study, but we didn't really see anything too significant during this

study period except at the Grant Street – Mid Valley and Claude Allouez Bridge – Broadway intersections.

B. Brock commented that there were traffic signals at the Shawano Avenue – Taylor Street intersection before the roundabout was built. There was a lot of queueing when the signals were present, and the queues disappeared when the roundabout was built. This benefit doesn't really show up in the crash analysis.

J. Klasen stated that traffic volumes at the Grant – Mid Valley intersection were much higher during the three-year crash study period because construction was occurring in the area and traffic was being detoured through this intersection. But now that the nearby construction is finished and traffic volumes have decreased at the intersection, it is likely that the number of crashes at the intersection has decreased as well.

C. Runge stated that he thought this might be the case, so he looked at the intersection's crash statistics for 2013 and 2014 to see if the same types of crashes continued to happen after the construction in the area was finished. He found that these types of crashes continued to occur after the nearby construction was finished and traffic was no longer being detoured through the intersection. This suggests that the crash problems continue to exist, and it is likely that the number of crashes will increase as additional development occurs west of the intersection in Ashwaubenon and Lawrence. A single lane roundabout would address these safety issues.

C. Runge stated that one of the uses of this study is to document crash problems and use the information to apply for highway safety funding to correct these problems. The federal highway safety improvement program covers up to 90% of the cost of a safety improvement project.

A motion was made by K. Pabich and seconded by J. Klasen to receive and place on file Motion carried.

6. Summary of 2013 Annual Report for the Wisconsin Department of Natural Resources related to Brown County Municipal Storm Water System (MS4) permit.

P. Schleinz summarized the annual report. The report is a ten section document that needs to be turned into the DNR once it has been accepted and placed on file by the Brown County Planning Commission. The first part basically contains approval letters from the DNR and any requested amendments. Also included is an updated checklist and an annual report form supplied to us by the DNR. The report also provides a summary of completed projects for the year.

P. Schleinz stated that Section 7 of the report is the field documents and contains the majority of the data that we have. There were 741 sites that were field screened; of those, 160 sites were identified that needed to be inspected, cleaned or water samples taken. Of the 160 sites, 15 sites had water samples taken and tested for various chemicals. In 2015 we begin testing for phosphorous. No concerns noted in the water sampling.

P. Schleinz stated that the new permit requirements will change the Annual Report format in 2015.

A motion was made by B. Erikson, seconded by R. Tauscher to receive and place on file the Summary of 2013 Annual Report for the Wisconsin Department of Natural Resources related to Brown County Municipal Storm Water System (MS4) permit. Motion carried.

7. Director's report.

C. Lamine introduced Kathy Meyer as the department's Administrative Coordinator and stated that Sandy Wentland accepted the Administrative Secretary position.

C. Lamine stated that the County Executive has been working to improve/increase the amount of economic development potential at the airport on some parcels of land. We have assisted the airport in developing an application to the Wisconsin Certified Sites Program. It's a 68 acre parcel of land in the Village of Hobart. We've been asked by WEDC to do a Tier II review on Tuesday, March 10<sup>th</sup> at the airport with consultants from Deloitte as well as WEDC staff. If the site is approved, that would occur in June 2015. It's marketed nationally as part of the program. We cannot sell the property, but can lease the property. Dan Teaters has provided a lot of leadership on this project.

C. Lamine provided an update on the state budget. The Governor's budget as proposed right now does remove all funding for completed streets which provides funds for bicycle/pedestrian facilities.

C. Lamine provided an update on the elimination of funding for the Stewardship Fund Program which has funded the State Rails to Trails facilities in Brown County.

C. Lamine commented on the proposal to create a countywide tax assessment process which would take the existing system from the local municipalities who have their individual tax assessors. The proposal is to put it into a county office.

C. Lamine stated he thinks the County Board will do a resolution opposing this. The concern we have is that it really is an unfunded mandate. The Wisconsin Towns Association, the Wisconsin County Association and the League of Wisconsin Municipalities have indicated that they are opposed to this proposal.

A motion was made by K. Pabich, seconded by J. Botz to receive and place on file the Directors report. Motion carried.

8. Brown County Planning Commission staff updates on work activities during the months of January and February 2015.

A motion was made by K. Pabich, seconded by B. Clancy to receive and place on file the Brown County Planning Commission staff updates on work activities during the months of January and February 2015. Motion carried.

9. Other matters.

None.

10. Adjourn.

A motion was made by J. Klasen and seconded by Mark Handeland to adjourn. Motion carried.

The meeting adjourned at 7:40 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
March 4, 2015**

**January and February, 2015 Staff Activity Reports**

---

**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the January 7 Brown County Planning Commission Board of Directors meeting.
- Conducted interviews and completed process to fill the vacant Administrative Coordinator and Administrative Secretary positions.
- Conducted Planning division staff and Planning and Land Services (PALS) Department management team meetings.
- Prepared and facilitated the Brown County Economic Development Revolving Loan Fund (RLF) program monitoring visit from Wisconsin Department of Administration Division of Housing staff.
- Prepared for and facilitated the monitoring visit from Wisconsin Department of Administration Division of Housing staff for the CDBG-ED Grant loan to Marquis Yachts in Pulaski, WI.
- Met with Brown County Planning staff to discuss various Community Development Block Grant (CDBG)-Housing projects and related administrative processes.
- Met with Human Resources staff to discuss PALS Department Class and Compensation Plan issues.
- Attended the regular January 28 meeting of the Green Bay/Brown County Professional Football Stadium District.
- Prepared for and participated in a meeting with the Brown County Executive, Brown County Planning Principal Transportation Planner, other Brown County staff, and representatives of the City of De Pere and WisDOT to discuss how to proceed with the Southern Bridge Environmental Impact Statement (EIS) and US 41 Interstate Access Justification Report (IAJR).
- Met with the County Executive other PALS staff and the Director of Administration to discuss impacts of the Governor's proposed budget on activities of the PALS department primarily in the areas of reductions in funding for bicycle and pedestrian transportation improvements and requirements for a county assessment program.
- Worked with BCPC staff to facilitate a public visioning session for the Village of Wrightstown Comprehensive Plan Update.
- Participated in the County Executive's January and February economic development meetings.
- Coordinated with Lisa Harman formerly of Advance to take back administration responsibilities for Brown County Economic Development Revolving Loan Fund program.
- Participated in several meetings of BCPC Transportation and Airport staff to facilitate submittal of a non-aeronautical airport property for the Wisconsin Economic Development Corporation (WEDC) Certified Economic Development Site program.
- Met with BCPC staff and the County Executive to facilitate BCPC staff taking on projects initiated by the former UW-Extension Community Research staff person.



- Closed on the Brown County Economic Development Revolving Loan Fund (RLF) program loan to Fusion Integrated Solutions to create a branch office of an engineering consulting firm in the Village of Howard, WI.
- Met with WHEDA Director of Business Development Farshad Maltes, WHEDA Community Relations Officer Debbie Dehn and the County Executive to discuss economic development partnership opportunities.
- Attended the February 5 Advance Municipal Issues Committee meeting.
- Coordinated with PALS department and Brown County Department of Administration staff to complete end of year budgetary responsibilities.
- Coordinated with Brown County Department of Administration and Public Works staff to coordinate financial transactions for barn demolition costs associated with the Cardinal Capital Management development of the Veterans Manor project.
- Met with Brown County Department of Administration staff to initiate the development of several Requests For information (RFI) processes for various economic development projects.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Presented Major Amendment #1 to the 2015-2019 Transportation Improvement Program (TIP) and the 2014 MPO Public Participation Plan Update to the BCPC Board of Directors for final approval. After these items were approved, I prepared the final documents and distributed them to the Wisconsin Department of Transportation (WisDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).
- Prepared for and participated in a meeting with the Brown County Executive, Brown County Planning Director, other Brown County staff, and representatives of the City of De Pere and WisDOT to discuss how to proceed with the Southern Bridge Environmental Impact Statement (EIS) and US 41 Interstate Access Justification Report (IAJR).
- Developed a briefing paper for the Southern Bridge project and submitted the paper to the Brown County Executive.
- Responded to questions from the public about the Southern Bridge EIS and US 41 IAJR.
- Developed a summary of proposed modifications to the TIP project scoring criteria and a potential scoring system for the new criteria. Also distributed this information to the BCPC Transportation Subcommittee, presented the information at a subcommittee meeting, and answered questions from subcommittee members. Following the subcommittee meeting, I evaluated ten projects with the Senior Transportation Planner to determine how the proposed scoring system compares to the existing scoring system.
- Reviewed and commented on the draft financial analysis chapter of the 2045 Green Bay Metropolitan Planning Organization (MPO) Long-Range Transportation Plan.
- Responded to questions from De Pere staff regarding pedestrian crossing treatments at roundabouts.
- Worked with a representative of WisDOT's Traffic Forecasting Unit to review and improve the trip production and attraction elements of more than 100 Traffic Analysis Zones (TAZs) in WisDOT's Northeast Region Travel Demand Model. This task was completed at the request of WisDOT's Traffic Forecasting Unit.
- Developed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2014. Also prepared an expense summary for the fourth quarter at the request of the Brown County Administration Department.
- Developed a summary of the proposed state budget's major impacts on bicycle and pedestrian facilities for a meeting with the Brown County Executive.

- Prepared for and participated in a second meeting with representatives of the De Pere School District and City of De Pere to discuss methods of improving traffic circulation and pedestrian safety at Dickinson Elementary School.
- Finalized the project agreement template for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program that is administered by the MPO. Also developed a project agreement between N.E.W. Curative Rehabilitation and Green Bay Metro for the purchase of two vehicles through the Section 5310 Program.
- Met many times with MPO staff to discuss data collection methods and possible bus route and hub options for the Green Bay Metro East Side Route Study. Also reviewed and commented on a draft of a bus passenger survey that will be completed for the study.
- Participated in a quarterly MPO Directors meeting in Madison.
- Worked with BCPC staff to facilitate public visioning sessions for the Town of Lawrence Comprehensive Plan Update and Village of Wrightstown Comprehensive Plan Update. Also reviewed and commented on the Lawrence Comprehensive Plan Update's draft transportation chapter.
- Developed the agendas and information packets for meetings of the BCPC Transportation Subcommittee and Brown County Transportation Coordinating Committee (TCC).
- Completed a final review of the text for the Green Bay Metro Comprehensive Bus Stop Study.
- Conducted seven weekly MPO staff meetings.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Coordinated with Brown County Finance and Purchasing to process purchase orders, invoices, and payments for the regional CDBG-Housing and the Brown County Revolving Loan Fund – Housing programs.
- Reviewed open 2014 CDBG-Housing purchase orders to determine which ones will continue into the 2015 fiscal year.
- Updated financial management tracking and transaction journals for the CDBG-Housing program monitoring by Wisconsin Department of Administration.
- Coordinated with the Brown County Corporation Counsel's Office regarding a CDBG-Housing project.
- Completed five environmental review records and four historic architectural reviews for CDBG-Housing projects.
- Continued to administer the regional CDBG-Housing program and Brown County RLF-Housing program.
- Completed the quarterly report and reimbursement request for the regional CDBG-Housing program and Brown County RLF-Housing program.
- Revised the Annual Section 3 report for the regional CDBG-Housing program for submittal to Wisconsin Department of Administration.
- Prepared and submitted a response to WDOA regarding the December monitoring visit.
- Participated in an interview with NBC 26 regarding the CDBG-Housing program and how it can assist with lead based paint remediation projects.
- Coordinated with Brown County Purchasing to create and post a Request for Quotes to perform Housing Quality Standard (HQS) evaluations for the CDBG-Housing program.
- Prepared background demographic information for the comprehensive plan update and presented it to the Village of Wrightstown Planning Commission on the evening of January 12.

- Completed draft Issues and Opportunities, Housing, and Economic Development Chapters and presented them at Glenmore Planning Commission meetings on the evenings of January 13 and February 10.
- Met with the Town of Rockland Planning Commission on the evening of January 27 to review the full draft of the Rockland Comprehensive Plan Update.
- Made revisions to the draft Rockland Comprehensive Plan Update based on Rockland Planning Commission input.
- Assisted in facilitating the Town of Lawrence Visioning Session on the evening of January 28.
- Prepared a flyer and survey for distribution to all Village of Wrightstown residents advertising the Village of Wrightstown Comprehensive Plan and Visioning Session.
- Facilitated the Village of Wrightstown Visioning Session on the evening of February 16.
- Prepared an address look-up table for the Howard-Suamico School District.
- Prepared a Farmland Preservation Zoning Map and GIS data for the Town of Wrightstown for submittal to DATCP.
- Prepared a Farmland Preservation Zoning Map and GIS data for the Town of Humboldt for submittal to DATCP.
- Projected Suamico's Farmland Preservation Zoning map GIS data into WTM coordinates for submittal to DATCP.
- Prepared Farmland Preservation rezoning maps for the Towns of Eaton and Holland.
- Attended a Fox-Wisconsin Heritage Parkway Board meeting in Appleton on February 19.
- Assisted 131 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of 18 new certified survey maps (CSMs). Completed review of 9 CSMs. Signed and filed 15 CSMs.
- Began review of one preliminary plat. Completed review of one final plat.
- Completed review letters for one CSM in the City of Green Bay.
- Responded to two private and two public Water Quality Letter requests.
- Review of environmentally sensitive area (ESA) and sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
- Worked with a Town of Lawrence owner and agent regarding a steep slope and setback ESA where a parking lot was built. A geotechnical report was provided by the agent verifying the buildability of areas near the steep slope ESA. The project was approved by BCPC staff on February 12, 2015. Due to project scale, approval is not required by the BCPC Board of Directors or the WDNR.
- Worked with a Village of Howard owner and agent regarding a wetland proposed to be partially filled. The owner worked with the WDNR and ACOE to obtain general permits that allow up to 10,000 square feet of a wetland to be filled for a commercial development. The agent for the property owner has an incomplete petition for a Plan Correction with BCPC staff in order to update ESA boundaries, which will protect the owner from receiving ESA violations in the future for the WDNR and ACOE approved wetland filling. Once the application is complete a final Plan Correction approval can occur. This project has been ongoing since July 2014.
- Continued to utilize an online format for submitting and filing SSA and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners. Brown County has been putting this

information online as a pilot project with the WDNR for several years. As part of a grant received for water quality, providing the online data became a requirement in 2015.

- Attended meetings in Appleton as the Brown County representative for NEWSC/WDNR Outreach in order to address concerns regarding erosion control and onsite storm water management as it relates to the MS4 Permit on January 16 and 22, 2015. The meetings are an opportunity to create uniform requirements statewide, and the WDNR is asking for direct input and opinions from the NEWSC membership to accomplish this task.
- Attended part one of a two part "P-Trading" (phosphorous) conference in Appleton on January 28, 2015. Part two of the session is expected to take place on March 18, 2015.
- Attended Storm Water / Erosion Control draft review regarding proposed new WDNR erosion control requirements and defining setbacks for wetlands via GoToMeeting on February 4, 2015. With a group, provided constructive comments for changes to proposed requirements.
- Attended Modeling Tool & Non-Point Source conference regarding water quality on February 5, 2015.
- Attended NEWSC General Public meeting regarding public outreach for MS4 Permits in Appleton on February 12, 2015.
- Completed a visioning session, survey, and compiled results to create goals and objectives for the Town of Lawrence Comprehensive Plan. Information was presented with the Transportation chapter to the steering committee on February 25, 2015. The Existing Land Use chapter was completed and presented to the steering committee on January 21, 2015.
- Participated in Village of Wrightstown visioning session on February 16, 2015.
- Completed another revision to a village staff requested changes to the FINAL DRAFT Suamico Comprehensive Plan. The village anticipates having their steering committee review the plan one last time before BCPC staff routes it to a village public meeting, the Planning & Zoning Commission, and the Village Board.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Completed assembling data required to assemble the 2014 MS4 Annual Report related to outfalls and water quality. The annual report documents efforts that Brown County took to retain 39.5% TSS removal from swales along county highways. A summary of the report will be presented to the BCPC Board of Directors on March 4, 2015.
- Completed the DRAFT version of the 2015 Brown County Sewage Plan. The draft was sent to the WDNR for a pre-review to verify completeness. Once pre-reviewed by the WDNR the Plan will be presented to the BCPC Board of Directors, PD&T, and County Board, for review and approval. The Plan will then be returned to the WDNR for final approval to replace the 2002 plan, which was partially updated in 2011.
- Continued contact with staff from Brown County Public Works Department regarding the needs for data collection and updates related to the new MS4 Permit for Brown County. Due to changes in an updated permit, certain work plans, activities and maps must be updated in 2015.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Continued work on the long-range transportation plan including the *future transportation system – assessment of needs* section of the plan.
- Worked with WisDOT Northeast Region staff in preparation of *Draft Amendment #2 of the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Collaborated with WisDOT staff to determine changes in programming.
  - Prepared amendment documents.
  - Scheduled public comment period and public hearing.
  - Provided copy of the draft amendment document to interested parties as part of the public participation policy.
  - Submitted draft amendment to WisDOT and FHWA.
  - Presented staff recommendation to the Transportation Subcommittee.
- At the direction of the Transportation Subcommittee, used the *Proposed Revisions to the MPO's Surface Transportation Program-Urban Funding Project Prioritization Procedure* and proposed point system to evaluate and rank 10 eligible projects. Compared results of the proposed procedure to those under the current procedure.
- Began data collection for the *2015 Green Bay Metro Annual Route Review and Analysis Report*. Began writing the report.
- Participated in a Request for Proposals (RFP)/proposal review and comment process in partnership with the Aging and Disabilities Resource Center (ADRC) of Brown County in an attempt to secure a vendor to provide specialized transportation services in Brown County. Reviewed and scored proposal, developed follow-up questions, met with potential provider, and made recommendation to award.
- Consulted with the Transportation/GIS Planner on a number of transit related initiatives.
- Attended the Town of Lawrence Visioning Session the evening of January 28 in advance of an update to the town comprehensive plan. Facilitated a small group discussion and recorded likes and dislikes presented by citizens of the town.
- Attended the Village of Wrightstown Visioning Session the evening of February 16 in advance of an update to the village comprehensive plan. Facilitated a small group discussion and recorded likes and dislikes presented by citizens of the village.
- Participated in the January 14th NE WI Regional Access to Transportation Committee meeting. The purpose of the committee is to address issues relating to transportation seniors, persons with disabilities, and low-income populations. Emphasis is placed on coordination and funding.
- Attended two public informational meetings regarding Green Bay Metro service. The purpose of the meetings is to provide the public with information of upcoming activities and to solicit comments from riders and interested parties.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the Green Bay Transit Commission meeting on January 21 and February 18.
- Participated in the Transportation Subcommittee meeting on January 26. Recorded and drafted minutes.
- Completed 4<sup>th</sup> quarter staff activity report.
- Attended MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Coordinated and held a Land Information Council meeting.

- Updated the Economic Dashboard web site.
- Began outlining and writing "Smart Goal 1" which is a white paper outlining Brown County's land records account, comparing to other counties in the state, and recommending a sustainable budget plan.
- Met with Surdex to wrap up the aerial photo project; Met with and had phone conversations with municipalities about final deliverables of impervious surfaces and other data.
- Provided ward and municipal annexation information to the Legislative Reference Bureau "WISE" program and the US Census Bureau.
- Attended another meeting in Appleton to discuss the Fox River TMDL (Total Maximum Daily Load) project. This meeting was in conjunction with Land & Water Conservation staff from Brown County as other counties within the Lower Fox River Watershed, as well as the Fox-Wolf Watershed Alliance. The goal is to find ways to use GIS to collect, store and analyze information collected within the watershed and keep all information in a "standard format" across county boundaries.
- Added Sewer Service Areas (SSAs) and Sanitary Districts as map layers to our GeoPrime web mapping site.
- Reconfigured the GeoPrime web mapping site; re-ordered map layers and made other improvements.
- Continued to assist with the Survey Index project as needed; Reconfigured the "search" option on the web index map.
- Met with interns from UWGB, brought Jon Pantzlaff into the office to work here (for course credit, not pay). Training intern and coordinating his projects.
- Attended and presented at the Wisconsin Land Information Association (WLIA) conference in Green Bay.
- Assisted Property Listing with Public Land Survey System (PLSS) data layer changes.
- Assisted the Land & Water Conservation Department with flood study information.
- Assisted the Treasurers Department with mapping.
- Assisted the Port & Resource Recovery Department with various projects.
- Coordinated with Zoning and Technology Services to revise our flood mapping PDF panels.
- Worked with the County Clerk to get voting precinct maps to canvassers.
- Coordinated with Esri our GIS software vendor to resolve maintenance & subscription issues.
- Produced information for our Senior Planner on the Town of Lawrence residential vacant land sales.
- Created large maps for the Ledgeview Fire Department.
- Created a large map for the Sheriff's Dept.
- Inquired about the new 911 Computer Aided Dispatch system, and particularly how our GIS data needs to be prepared for the potential new vendor.
- Coordinated the mapping of radio call issues for Public Safety & Communications.
- Coordinated the mapping of fire grid pages for Green Bay Metro Fire Dept.
- Coordinated with Technology Services to increase the amount of disk space to hold our GIS data files and aerial photos.
- Coordinated the revision of "EPCRA" (Emergency Planning Community Right to Know Act) facilities and zones.
- Continued quality assessment of address, streets, hydrography, ESA and other data in the county. Coordinated with Hobart and other communities to exchange addressing information.
- Input various FEMA "Letters of Map Amendment" files into the GIS for online notifications and to assist the Zoning division with tracking these.

- Assisted Public Safety with various addressing issues, including a reconfiguration of the GIS street centerline address ranges along four-lane roadways.
- Continued maintaining the GIS system servers.
- Coordinated with the Senior Planner and my intern to get the highway right of way widening map layer completed.
- Coordinated with the Town of Wrightstown on addressing within a new subdivision.
- Coordinated with the Town of Scott to provide addresses and assessment information within the 'New Franken Storm Water Sewer District'.
- Provided GIS data and other services for Wisconsin Building Supply, Intercon Construction, Inter-fluve Inc, Integrays, TerraTec Engineering, McMahon, GRAEF, Ayres Associates, Robert E. Lee & Associates, Mau & Associates, Mead & Hunt, Foth, Brown and Caldwell, GZA GeoEnvironmental, Cornerstone Family Church, CenturyLink, Green Bay Press-Gazette, Chicago Title, Abrahamson LLC, SmithGroupJJR, Realtors Association of NE Wisconsin, Cushman & Wakefield/Northmarq, First American Core Logic, Jeff Sanders, WIREdata, Amazon Web Services, Green Bay Area Newcomers, Clean Wisconsin, UWGB, UW-Milwaukee, UW-Madison, Wisconsin Dept of Agriculture (DATCP), Bureau of Land Management, Town of Grand Chute, Oneida Tribe, Villages of Bellevue, Hobart, Allouez, Towns of Lawrence, Scott, and various Brown County Municipalities, and others.
- Met with the Technology Services Director.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended and presented at a Planning Commission meeting.
- Participated on a WIGICC (Wisconsin Geographic Information Coordination Council) conference call.
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Bus Stop Study
  - Complete revisions and additions suggested by Green Bay Metro staff.
- Green Bay Metro
  - East Side Route Study
    - Created 5 maps to display economic and demographic information to review potential hub locations on Green Bay's east side.
    - Began reviewing the current route structure and timing for potential changes and connections.
    - Began writing the background section of the route review.
    - Began first draft of the proposed route changes.
    - Began analysis of a cross-town connector route.
- Web updates
  - Created new link for the Draft Major Amendment #2 to the 2015-2019 Transportation Improvement Program for the Green Bay Urbanized Area.
  - Posted new information to the Natural Resources web page regarding the Brown County Sewage Planning and Sewer Service Area and Environmentally Sensitive Areas as requested by Senior Planner (Schleinz)
- Live 54218
  - Attended the first meeting for a new committee that was formed to focus on Healthy Community Design in the Green Bay area.
- Wisconsin Land Information Association conference
  - Attended a workshop to learn about the future release of ArcGIS Pro (2/18).

- Attended Wisconsin Land Information Association (WLIA) annual conference (2/19-2/20).
- Updated the street centerline database with new roads.
- Created new addresses as requested by public.
- Assisted Transportation Planner/GIS (Vang) with the Performance Measures report for 2015.
- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- Participated in MPO Staff meeting every Monday morning.

**The recent major planning activities of Todd Mead, Planner I - Housing:**

- Prepared and ordered seven interim site inspections for the NE Wisc Community Development Block Grant (CDBG) Housing Loan Program.
- Prepared and performed two interim site inspections for CDBG clients.
- Prepared and ordered seven housing quality standards (HQS) inspection for CDBG clients.
- Prepared and ordered six final site inspections for CDBG clients.
- Prepared and ordered six lead-based paint clearances for CDBG clients.
- Prepared and ordered five lead-based paint assessment tests for CDBG clients.
- Prepared, ordered and attended one final site inspection for the Brown County Housing Rehabilitation Revolving Loan Fund (RLF) Program.
- Prepared and ordered two HQS inspection for RLF clients.
- Attended monthly Brown County Lead Coalition meetings.
- Attended an NBC26 News Interview with the subject of lead-based paint.
- Prepared and closed on one Door County CDBG down payment home purchased loan.
- Met with two CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Opened one new RLF application.
- Opened eleven new CDBG applications.
- Denied and closed out five CDBG applications.
- Prepared and closed four CDBG Housing Loans.
- Attended staff meetings as needed.
- Attended and helped facilitate a Visioning Session for the Town of Lawrence.
- Attended and helped facilitate a Visioning Session for the Village of Wrightstown.
- Attended a CDBG meeting in Marinette County with Pam Daye to discuss and prioritize Marinette County's received applications (total of seven new applications).
- Met with two Marinette CDBG clients and their contractors to make sure their projects stayed on course towards completion.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Submitted and corresponded with five bid documents to both our RLF and CDBG applicants for future rehab projects.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked on and helped prepare yearly RLF residency letters.
- Worked, prepared and completed yearly CDBG residency letters.



*The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):*

- Updated the Park and Ride Lot shape file in GIS.
- Updated the Functional Classification Roads shape file in GIS.
- Attended and help facilitated a visioning session for the Town of Lawrence Comprehensive Plan.
- Completed a draft of Chapter 3 - Transportation for the Town of Lawrence Comprehensive Plan update.
- Attended and help facilitated a visioning session for the Village of Wrightstown Comprehensive Plan update.
- Assisted the Transportation Planner (Dan) with the Bus Stop Study.
- Assisted Transportation Planner (Dan) by collecting data for the Eastside Bus Stop Study.
- Continue to update and post news on the Green Bay MPO Facebook page.
- Continue to collect and analyze data for the Performance Measures report.
- Help interpret between the Housing Planner and a client.
- Attended regular staff meetings held twice per month.
- Attended regular MPO staff meetings every Monday morning.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
May 6, 2015**

**March and April, 2015 Staff Activity Reports**

---

**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the March 4 Brown County Planning Commission Board of Directors meeting.
- Administered the Brown County Economic Development Revolving Loan Fund (RLF) program and coordinated with Wisconsin Department of Administration Division of Housing staff.
- Participated in the CDBG-Economic Development Revolving Loan Fund training webinar sponsored by the Wisconsin Department of Administration March 26.
- Coordinated with Wisconsin Department of Administration Division of Housing staff for the CDBG-ED Grant loan to Marquis Yachts in Pulaski, WI.
- Met with Brown County Planning staff to discuss various Community Development Block Grant (CDBG)-Housing projects and related administrative processes.
- Met with Human Resources staff to discuss PALS Department Class and Compensation Plan issues.
- Attended the regular March 9 meeting of the Green Bay/Brown County Professional Football Stadium District.
- Coordinated with Principal Transportation Planner and other Brown County staff, regarding the Southern Bridge Environmental Impact Statement (EIS) and US 41 Interstate Access Justification Report (IAJR).
- Participated in the County Executive's March and April economic development meetings.
- Participated in preparation for and attendance at the one day site visit for review of the non-aeronautical airport property for the Wisconsin Economic Development Corporation (WEDC) Certified Economic Development Site program.
- Met with various Brown County staff to discuss potential sale of excess Brown County Golf Course property.
- Participated in two meetings of the Village of Pulaski TIF #4 Joint Review Board meeting.
- Assisted with development on a policy paper regarding the future financial sustainability of the Land Information Modernization Fund.
- Met with various Brown County staff regarding acquisition of a former railroad corridor for a bike and pedestrian trail adjacent to Pamperin Park.
- Participated in a meeting of the Village of Howard TIF #8 Joint Review Board meeting.
- Attended the American Planning Association National Conference in Seattle, WA.
- Conducted Planning division staff and Planning and Land Services (PALS) Department management team meetings.
- Attended the April 27, Planning, Development and Transportation Committee meeting to provide an update regarding the PALS Department budget.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Reviewed and commented on the Draft 2015 Green Bay Metro Annual Route Review.

- Chaired a meeting of the Brown County Transportation Coordinating Committee (TCC).
- Wrote a letter on behalf of the Brown County TCC that endorses the Brown County Aging and Disability Resource Center's application for FY 2015 Specialized Transportation (85.21) Program funds.
- Staffed a meeting of the Brown County Planning Commission (BCPC) Transportation Subcommittee and presented the results of a scoring exercise using a proposed Surface Transportation Program – Urban (STP-U) project scoring system.
- Developed a staff report to the BCPC Transportation Subcommittee that summarizes the information that was presented and discussed during the STP-U project evaluation and scoring revision process. Also presented the report at a Transportation Subcommittee meeting.
- Developed a staff report to the BCPC Board of Directors regarding the Transportation Subcommittee's recommended revisions to the STP-U project evaluation and scoring process. Also developed an approval resolution for the revised evaluation and scoring process.
- Developed a PowerPoint summary of the 2010-2012 Green Bay Metropolitan Area Intersection Crash Study to present at a BCPC Board of Directors meeting. Also presented the PowerPoint summary and answered questions from BCPC members.
- Conducted a field review of the roundabouts at the new STH 29/CTH FF interchange at the request of a former Brown County Board Supervisor. Also reported my findings to the former supervisor.
- Reviewed and commented on two pick-up/drop-off area design options for an elementary school in the City of De Pere. Also met with representatives of De Pere and the school district to discuss and refine the options.
- Began to develop an update to the Brown County Comprehensive Plan's Transportation Chapter.
- Developed a briefing paper for and a history summary of the Southern Bridge project at the request of the Brown County Executive.
- Developed cost range estimates for the remaining Southern Bridge project alternatives and sent the estimates to WisDOT and the Brown County Public Works Department for review and comment.
- Reviewed updated WisDOT traffic forecasts for the Southern Bridge project's Interstate Access Justification Report (IAJR) and forwarded the updated forecasts to the consulting firm that is developing the IAJR's traffic analysis.
- Reviewed information from WisDOT about its "Every Day Counts" initiative that focuses on establishing transportation system performance measures and targets at the state and MPO levels. Also participated in the first meeting of the initiative's planning team in Madison.
- Discussed traffic forecasts for STH 29 and the nearby street system with WisDOT Traffic Forecasting Unit staff. The forecasts were prepared after MPO and WisDOT staff refined approximately 50 Traffic Analysis Zones (TAZs) in the STH 29 impact area.
- Participated in two teleconferences with WisDOT and Federal Highway Administration (FHWA) staff to discuss plans for the 2015 MPO/WisDOT/RPC state conference in Green Bay.
- Began to develop an agenda for the 2015 MPO/WisDOT/RPC state conference. Also contacted a potential host venue in Green Bay and discussed the meeting details with a venue representative.
- Prepared for and participated in a meeting of the Advance (Green Bay Area Chamber of Commerce) Municipal Issues Committee. Also presented information to committee

members and state legislators regarding the impacts of the governor's budget on bicycle and pedestrian facilities in Wisconsin.

- Discussed a possible process for developing a bicycle and pedestrian plan for the Village of Allouez with the village's planner. The discussion occurred at the request of the village's planner.
- Developed a high-density land use development scenario to estimate the possible long-term traffic impacts of this type of development pattern using WisDOT's Northeast Region Travel Demand Model. The results of this exercise will be evaluated and possibly included in the MPO's 2045 Long-Range Transportation Plan (LRTP).
- Reviewed and added information to draft sections of the MPO's 2045 LRTP. Also worked with the Senior Transportation Planner to organize meetings with the LRTP's Technical Advisory Committee and local environmental agencies.
- Reviewed a proposal for bicycle and pedestrian facilities along Riverside Drive in Allouez at the request of the village administrator. Also discussed my thoughts about the proposal with the village administrator.
- Met with the County Planning Director and County Engineering Manager to discuss adding bicycle and pedestrian facilities to County Highway ZZ when the road is reconstructed. Following this meeting, I developed summaries of the bicycle and pedestrian facilities that are recommended for County Highway ZZ in adopted plans and sent the summaries to the consultant who is working with the Brown County Public Works Department on the project.
- Developed the MPO's report and reimbursement request to WisDOT for the first quarter of 2015. Also developed a transportation division expense report for the first quarter at the request of the Brown County Administration Department.
- Worked with the Senior Transportation Planner to verify the accuracy of a WisDOT-generated list of approved transportation projects in the Green Bay Urbanized Area. Also prepared for and participated in a meeting with WisDOT staff and the Senior Transportation Planner to discuss the projects on the list and the new process WisDOT is using to schedule federally-funded projects in the Green Bay Urbanized Area and throughout the rest of the state.
- Discussed existing trail development and extension plans with a representative of the Town of Ledgeview. Also discussed potential methods of connecting trails in the southern portion of the metropolitan area.
- Participated in a meeting with other Brown County staff to discuss converting an abandoned rail line to a multiuse trail.
- Prepared for and participated in a meeting with representatives of WisDOT, Green Bay, and Brown County to discuss possible methods of improving safety at the intersection of West Mason Street and Packerland Drive in Green Bay.
- Participated in a quarterly MPO Directors meeting in Madison.
- Conducted eight weekly MPO staff meetings.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Coordinated with Brown County Finance and Purchasing to process purchase orders, invoices, and payments for the regional CDBG-Housing and the Brown County Revolving Loan Fund – Housing programs.
- Worked with Brown County Risk Management and Corporation Counsel's office regarding contract execution for the second phase of the regional CDBG-Housing program.

- Updated the financial tracking and transactions journals and rehabilitation obligation journals for the CDBG-Housing program.
- Prepared and submitted a quarterly report and reimbursement request for the 1<sup>st</sup> Quarter CDBG-Housing program.
- Procured a new Housing Quality Standards (HQS) evaluation firm for the CDBG-Housing program.
- Prepared a procedures document for the new HQS evaluation firm.
- Completed a combined 20 environmental review records for the Northeastern Wisconsin CDBG-Housing or Brown County RLF –Housing programs.
- Completed eleven combined architectural/historical reviews for the Northeastern Wisconsin CDBG-Housing or Brown County RLF –Housing programs.
- Presented on financial administration for grants to a class at NWTC on March 18.
- Completed and revised the full draft of the Town of Rockland Comprehensive Plan.
- Tabulated the results of the Village of Wrightstown Comprehensive Plan visioning session and follow-up survey.
- Gave a presentation to the Wrightstown Area Business Alliance regarding the Village of Wrightstown's Comprehensive Plan on March 19.
- Prepared a draft Chapter 1 – Issues and Opportunities and draft Chapter 5 – Housing for the Village of Wrightstown Comprehensive Plan.
- Updated the Glenmore Land Use GIS layer.
- Prepared draft Chapter 2- Land Use (background) Chapter 3 – Transportation and Utilities/ Community Facilities Chapter.
- Prepared a draft Chapter 1 – Issues and Opportunities, draft Chapter 5 – Housing Chapter, and draft Chapter 4 Economic Development for the Town of Morrison Comprehensive Plan.
- Attended Town of Morrison Planning Commission meetings on the evenings of March 5 and April 16 to review the draft chapters.
- Attended Village of Wrightstown Planning Commission meetings on the evenings of March 9 and April 13 to review the visioning session results and draft Chapter 1.
- Attended Town of Glenmore Planning Commission meetings on the evening of April 14 to review the draft chapters.
- Attended the Town of Ledgeview TID #1 Joint Review Board organizational meeting on the evening of April 15.
- Provided an update to the Brown County Planning, Development and Transportation Committee regarding the Northeastern Wisconsin CDBG-Housing program on the evening of April 27.
- Attended the Town of Rockland Planning Commission meetings on the evenings of March 10 and April 30 to review the full draft Town of Rockland Comprehensive Plan.
- Prepared a draft Town of Glenmore Zoning Map for the Town.
- Participated in a teleconference for the Fox-Wisconsin Heritage Parkway Board of Directors on April 16.
- Assisted Brown County Land and Water Conservation Department with Farmland Preservation questions.
- Assisted Brown County UW-Extension with reviewing potential sites for urban gardens.
- Developed demographic data on Brown County for the WEDC Certified Sites program on the Airport lands.
- Developed an updated road map for the Town of Rockland.
- Attended the Partnering for Success seminar from the Employee Resources Center Management Series on April 17.

*The recent major planning activities of Peter Schlein, Senior Planner:*

- Began review of 17 new certified survey maps (CSMs). Completed review of 17 CSMs. Signed and filed 14 CSMs.
- Completed review of one preliminary plat.
- Completed environmentally sensitive area review of two certified survey maps for the City of Green Bay.
- Completed one water quality review letter.
- Review of environmentally sensitive area (ESA) and sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
  - Worked with a Village of Howard owner and agent for eight months regarding a wetland proposed to be partially filled for a commercial development. An agent for the owner worked with the WDNR and ACOE to obtain general permits that allowed up to 10,000 square feet of a wetland to be filled and wetland setbacks to be reduced to 20-feet. The Plan Correction petition reflected the ACOE and WDNR approvals, which would protect the owner from receiving ESA violations in the future for approved wetland filing. This project was ongoing since July 2014 and was approved by BCPC staff on March 10, 2015. No review by the BCPC Board of Directors and WDNR was required.
- Provided additional planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued to utilize an online format for submitting and filing SSA and ESA amendments with the Bureau of Water Quality to expedite the review and approval process, saving time and money for staff and property owners. Brown County was a pilot county that tested this website in years past. Using the program is now required in order to be eligible for a water quality grant that Brown County applies for annually.
- Attended part two of a two part "P-Trading" (phosphorous) conference in Appleton on March 17, 2015. Part one of the session took place in January.
- Attended a Storm Water / Erosion Control all-day meeting regarding proposed new WDNR erosion control requirements and defining setbacks on March 24, 2015. The meetings are an opportunity to create uniform requirements statewide, and the WDNR has been asking for direct input and opinions from the NEWSC membership to accomplish this task.
- Submitted the 2014 MS4 Annual Report to the WDNR on March 5, 2014, well ahead of the submittal deadline of March 31, 2015. A summary of the report was presented to the BCPC Board of Directors on March 4, 2015.
- Continued contact with staff from Brown County Public Works Department regarding the needs for data collection and updates related to the new MS4 Permit for Brown County. Due to changes in an updated permit received in 2014, PALS and DPW staff met on March 16, 2015 to prepare for an April 2, 2015 meeting with the WDNR to discuss new reporting and document updating needs related to the permit. Certain required work plans, activities, and maps must be updated in 2015.
- Facilitated an April 2, 2015 meeting with WDNR staff regarding Brown County requirements for new MS4 permit that requires certain changes and update in the next few years. Presented a Brown County created GIS mapping system for outfalls that eliminated 150 pages from the MS4 annual report each year.
- Attended a webinar regarding TMDL guidance for new MS4 permits on April 14, 2015.

- Completed the Utilities and Community Facilities chapter for the Town of Lawrence Comprehensive Plan. Information was presented to the steering committee on March 25, 2015.
- Completed the Natural, Cultural, and Agricultural Resources chapter for the Town of Lawrence Comprehensive Plan. Information was presented to the steering committee on April 15, 2015.
- Drafted the Natural, Cultural, and Agricultural Resources chapters for each the Town of Glenmore and the Town of Morrison.
- Completed minor Village of Suamico staff requested revisions to a FINAL DRAFT Suamico Comprehensive Plan. The village steering committee reviewed the plan on March 26, 2015. Re-revised the plan again for the Village before Village staff routes the plan to a Village public meeting, the Planning & Zoning Commission, and the Village Board.
- Continued weekly review and preliminary approval phase of the 2040 Brown County Sewage Plan with staff the WDNR Bureau of Water Quality. The WDNR preliminary review was expected to be complete in early April 2015 but has been delayed due to another high priority non-Brown County project being reviewed by the WDNR. Shortly after review is complete by the WDNR, the Plan will be presented to the BCPC Board of Directors, PD&T, and County Board, for review and approval. The Plan will then be returned to the WDNR for final approval to replace the 2002 plan, which was partially updated in 2011.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Completed data collection and wrote *2015 Green Bay Metro Annual Route Review and Analysis Report*. Presented report to the Transit Commission.
- Continued work on the 2045 Long-Range Transportation Plan.
  - Prepared meeting materials and PowerPoint for the required Environmental Consultation meeting with resource agencies.
  - Prepared meeting materials and PowerPoint for the LRTP Advisory Committee.
- Finalized *Amendment #2 of the 2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Presented staff recommendation to the Transportation Subcommittee.
  - Held public hearing.
  - Presented amendment to the BCPC Board of Directors.
  - Prepared Fiscal Constraint demonstration.
  - Finalized amendment document.
  - Submitted document to FHWA, FTA, and WisDOT.
- Developed program schedule in preparation of the new 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
- Reviewed new STP-Urban guidelines issued by FHWA/WisDOT as it relates to the current schedule, fiscal impact, and future programming for the Green Bay MPO. Developed a list of talking points to discuss with WisDOT staff and local applicants.
- Developed TIP Amendment checklist for staff use.

- Collected and published the *2014 Obligated Transportation Projects for the Green Bay Urbanized Area* per federal regulations. A total of \$42,056,606 federal dollars were spent on transportation projects in 2014.
- Worked with Red Cross, N.E.W. Curative, Aging and Disabilities Resource Center, and Transportation Planner on developing a map illustrating the Red Cross' current transportation service area. This service will be transferred to N.E.W. Curative on July 1, 2015.
- Consulted with the Transportation/GIS Planners on a number of transit related initiatives.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Participated in the Transportation Coordinating Committee (TCC) meeting on February 23. Recorded and wrote minutes.
- Participated in Transportation Subcommittee meeting on February 24 and March 30.
- Participated in the BCPC Board of Directors meeting on March 4.
- Participated in the Green Bay Transit Commission meeting on March 18.
- Attended MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Wrote and published a policy paper outlining Brown County's land records account, comparing to other counties in the state, and recommending a sustainable budget plan.
- Produced a 911 "Geo" refresh to produce updates for addressing, street and business information for the Computer Aided Dispatch system in March and in April.
- Coordinated a meeting with Corporation Counsel and staff from Green Bay, DePere, and Ashwaubenon to produce a Memorandum of Understanding (MOU) with the purpose of cost sharing of GIS/Web mapping services between the municipalities and the Oneida Tribe.
- Updated and revised the County Executive's "Economic Dashboard" web site.
- Coordinated and held a GIS User Group meeting on April 3<sup>rd</sup>. Approximately 12 people attended.
- Assisted Public Safety & Communications, Purchasing, Tech Services and others in selecting a new Computer Aided Dispatch (CAD) vendor. Reviewed proposal, participated in a conference call, and wrote recommendation.
- Assisted the Land & Water Conservation Department with flood study information.
- Assisted the Treasurers Department with mapping "Tax Deed Sales" and published an updated app to help advertise the properties.
- Assisted Public Safety with locating two outdoor warning sirens to ensure the siren network had the best possible sound coverage. Produced maps to visually display the approximate existing sound coverage and how the coverage could change with the two new sirens.
- Met with the Zoning Administrator from Suamico to assist with mapping setup, zoning map changes; provided base map data updates for the village (parcels, contours, streets, addresses, aerial photos, etc.).
- Coordinated with Technology Services to contain a computer virus on the GIS server
- Coordinated with the City of Green Bay and Public Safety to update addresses along Shawano Ave and in Downtown Green Bay.
- Created an enhanced Survey Index public app that includes better search capabilities, more layers, and is useable on mobile devices. Also, automated the process of updating



- the data online to make the process more efficient (save staff labor time). Also completed Quality Control on the survey index database.
- Created a new POWTS (Private Onsite Waste Treatment System) permit viewer for the Zoning division that has enhancements such as better search capabilities.
- Updated the Business Park Interactive Mapping web site with new data.
- Coordinated with the intern to produce a Nonmetallic Mine mapping information site.
- Created large custom map poster PDFs for the Museum for use in an upcoming exhibit pertaining to the architecture of Brown County.
- Assisted the Public Works Department with acreages and maps for mowing at the former Mental Health Care Center property.
- Produced maps for Brown County Library staff.
- Continued to assist municipalities with issues related to the 2014 impervious surface mapping project.
- Assisted the Port & Resource Recovery Department with GIS data & training; Assisted with loading CAD files from the Army Corps of Engineers.
- Assisted PALS staff with computer setup after new machines were delivered to the department.
- Assisted Planning with hiring a summer intern.
- Assisted the Port & Resource Recovery Department with various projects.
- Inquired about the new 911 Computer Aided Dispatch system, and particularly how our GIS data needs to be prepared for the potential new vendor.
- Coordinated the mapping of radio call issues for Public Safety & Communications.
- Coordinated the mapping of fire grid pages for Green Bay Metro Fire Dept.
- Coordinated the revision of "EPCRA" (Emergency Planning Community Right to Know Act) facilities and zones.
- Continued to work with Planning Staff to update the 2014 MS4 Outfalls database.
- Continued quality assessment of address, streets, hydrography, ESA and other data in the county. Coordinated with Hobart and other communities to exchange addressing information.
- Input various FEMA "Letters of Map Amendment" files into the GIS for online notifications and to assist the Zoning division with tracking these.
- Continued to assist the Zoning Department with stream navigability determination updates & mapping.
- Assisted Public Safety with various addressing issues, including a reconfiguration of the GIS street centerline address ranges along four-lane roadways.
- Updated GIS database to reflect change from US Highway 41 to Interstate 41 (road names, highway shields, and cross street information revised).
- Training intern and coordinating his projects.
- Produced several large maps for the Parks Department of the Reforestation Camp.
- Assisted the County Surveyor with road elevation data for Lost Dauphin Road from Wrightstown to Red Maple to help provide data to Public Works/Highway for the planning and design of an upcoming project.
- Continued to assist PALS staff with technical issues pertaining to parcel mapping, survey indexing, ArcGIS and other activities.
- Coordinated with Esri on various software technical issues.
- Produced large poster for County Executive.
- Produced list of parcels within Morrison with addresses and corresponding school districts for the Town of Morrison.
- Continued maintaining the GIS system servers.

- Began the process of updating the Land Information Strategic Plan; Reviewed Wisconsin Department of Administration guidelines and prepared the Needs Analysis outline.
- Attended the Geospatial Summit in Madison on April 20<sup>th</sup>.
- Provided data for at least two Open Records Requests.
- Provided GIS data and other services for Bloom Companies LLC, Bielinske Excavating Inc., Green Bay Press-Gazette, Parins Law Firm, Nicolet Bank, Atkins Family Builders, Ayres Associates, AECOM, Foth, Golder Associates, MI-Tech, Martinson Eisle, Greater Green Bay Chamber of Commerce, McMahon, OMNI Associates, Power Engineers, Robert E. Lee & Associates, TetraTech, Vierbicher Associates Inc., Capitol Survey, CenturyLink, OTIE, USDI Bureau of Indian Affairs, Public Service Commission of Wisconsin, Wisconsin DOT, Exzeo, Performa, Community Planning and Consulting, Tyler Technologies Inc., Green Bay Newcomer's, Resource One Realty, Pulaski School District, Wrightstown School District, Property Tax Bill, KKominc, Legacy Architects, Commonwealth Cultural Resources Group, NWTC, UWGB, Town of Lawrence, Town of Green Bay, Town of Eaton, Town of Pittsfield, Town of Scott, Town of Morrison, Town of Humboldt, City of DePere, City of Green Bay, Village of Bellevue, Village of Howard, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Airport Planning Support
  - Received notice from WEDC that the proposed site was selected for step two of the application process which required a day-long presentation and site visit.
    - Step two of the WEDC Certified Sites application process.
      - Created additional required maps.
      - Coordinated the creation of the PowerPoint presentation and the written document.
      - Participated in the field visit presentation on 3/10/2015.
  - Completed a Village of Hobart rezoning application for approximately 170 acres of land owned by Brown County near the intersection of South Pine Tree Road and West Adam Drive.
  - Created maps for a potential warehouse/distribution center development on airport property.
- Bus Stop Study
  - Presented study findings to the Transit Commission on 3/18/15.
- Green Bay Metro
  - East Side Route Study
    - Created a survey to collect current trip information and desired destinations that metro does not currently serve.
    - Coordinated the printing and collection of all surveys.
    - Tabulated survey results.
    - Completed first draft of the East Side Route Study.
  - Green Bay Metro Maps
    - Created 8 new maps to reflect the new Downtown Route and Route 9 and the proposed route changes to Route 1, 3, 4, 8, 10 and 18.
  - Updated the paratransit service area data in GIS

- Created new GB Metro maps to reflect the updated paratransit service area.
- Long Range Transportation Plan
  - Coordinated with MPO staff to complete maps for Chapters 1-6.
- Web updates
  - Updated links on the TIP web page.
  - Updated links on the Urban Storm Water web page.
  - Updated the link for the 2045 Long Range Transportation Plan.
- Live 54218
  - Attended the second Active Community Environments (ACE) Green Bay meeting.
- GIS updates
  - Updated the Traffic Calming data set to include new roundabout locations with photographs.
  - Updated the roundabout tour web application.
- Congestion Management Process - Collected AM Peak hour drive time data.
- Shared the Brown County bicycle facility data with Walk Score.
- Prepared summer internship paperwork.
- Assigned addresses as requested.

#### Staff meetings

- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- MPO Staff Meetings Monday mornings.

#### *The recent major planning activities of Todd Mead, Planner I - Housing:*

- Prepared and ordered four (4) interim site inspections for the NE Wisc Community Development Block Grant (CDBG) Housing Loan Program clients.
- Prepared and performed eight (8) interim site inspections for CDBG clients.
- Prepared and ordered four (4) housing quality standards (HQS) inspections for CDBG clients.
- Prepared, ordered and attended two (2) HQS inspections for CDBG clients.
- Prepared, ordered, and attended two (2) HQS inspections for Brown County Housing Rehabilitation Revolving Loan Fund (RLF) clients.
- Prepared and ordered four (4) final site inspections for CDBG clients.
- Prepared and performed three (3) final site inspections for CDBG clients.
- Prepared and ordered seven (7) lead-based paint clearances for CDBG clients.
- Prepared and ordered two (2) lead-based paint assessments for CDBG clients.
- Prepared and performed one (1) final site inspection a RLF client.
- Prepared, ordered and attended one (1) lead-based paint clearance for RLF client.
- Prepared and ordered one (1) lead-based paint assessment for a RLF client.
- Attended monthly Brown County Lead Coalition meeting.
- Prepared for and closed on two Door County CDBG down payment home purchased loans.
- Prepared for and attended two Door County CDBG purchase final site inspections.
- Met with four (4) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Met with one (1) RLF client and their contractors to prepare them for their future rehabilitation project.

- Opened five (5) new RLF applications.
- Opened seven (7) new CDBG applications.
- Denied and closed out two (2) CDBG applications.
- Prepared and closed nine (9) CDBG Housing Loans.
- Prepared and closed one (1) RLF Housing Loan.
- Submitted and corresponded with four (4) bid documents to both our RLF and CDBG applicants for future rehab projects.
- Attended staff meetings as needed.
- Prepared for and met with our new housing quality standards (HQS) service provider Tim Denissen from NeighborWorks Green Bay.
- Prepared for and gave a presentation in part with the Brown County Lead Coalition a PowerPoint presentation about our program.
- Prepared for and gave a presentation about the CDBG Program to Oshkosh/Winnebago County Housing Authority.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Worked, followed up and completed yearly RLF and CDBG residency letters.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

**GIS**

- Created a draft map of NEW Curative's Transportation Service Area.
- Created a map for the Town of Morrison with the assistance of Transportation Planner (Teaters).
- Updated maps 1-6 for the MPO Long Range Plan.

**Eastside Bus Stop Study**

- Created an excel data sheet for the Eastside bus survey results and inputted survey results.
- Analyzed results of the Eastside bus survey and created tables to display results of the survey.
- Work with Transportation Planner (Teaters) to create maps for each bus route showing trip origin and destination for the Eastside bus survey.
- Created a map layer showing frequent destinations from the results of the Eastside bus survey.

**Green Bay Metro Transit**

- Began to update the Metro Transit Route Guide.

**Town of Lawrence Comprehensive Update**

- Presented Chapter 3 - Transportation draft to the Town of Lawrence Comprehensive Plan Steering Committee.
- Made changes and incorporated comments from Lawrence Steering Committee to Chapter 3 – Transportation.

**Performance Measure**

- Began writing the report for the sections on deficiency bridges in Brown County and pavement ratings for local and county highways in the Green Bay Urbanize area.
- Created maps for deficiency bridges and pavement ratings for local and county highways.

#### Addressing

- Assigned an address for a residential property in the Town of Green Bay.

#### Housing

- Assisted Housing Planner (Mead) with a follow-up call to a client who speaks Hmong.

#### Website

- Updated agendas and meeting minutes on the Transportation website.

#### Media Outreach

- Continue to post news on the Green Bay MPO Facebook page.

#### Meetings

- Attended GIS users group meeting on 3/6/15.
- Attended the Port of Green Bay Symposium on 4/17/15.
- Attended GIS users group meeting on 4/3/15.
- Participated in regular PALS staff meetings held twice per month on every other Thursday.
- Participated in MPO staff meetings held every Monday morning.